Introductory Notes

This checklist must be used during the induction of all Founders. Each check-box should be ticked-off and the induction signed by the Founder and the Innovation Facilitator when completed. A copy of the completed WHS induction checklist should be kept locally by the Innovation Facilitator.

Personal Details		
Founder:	First Name:	Surname:
	Commencement date:	End Date:
	Location:	
	Signature:	
Innovation Facilitator:	Name:	Signature:

TOPIC 1 - Emergencies (please tick)	
Shown location of nearest fire exits	
Explain the location of the emergency assembly point	
Explain the emergency alarms system for the work area (alert, evaluation tones etc)	
Advise first aid kit location	

TOPIC 2 – WHS Mandatory Training	
JCU Work Health & Safety Founder Induction – online	Within two days of commencement
JCU Fire & Evacuation Program – online	Within two days of commencement

TOPIC 3 – Work Health & Safety Management (please tick)	
Show location of JCU WHS website	
Location of JCU WHS Policy and Procedures	
Discuss WHS Policy and WHS Responsibilities	
Explain WHS consultation processes	
Explain the requirement and methods of reporting incident, injuries, illness and hazards	
Explain relevant Safe Work Procedures (where relevant)	
Founder has been given the opportunity to ask questions about the content of the WHS Induction, Membership Terms and JCU Ideas Lab building	

TOPIC 4 - Job Specific Hazards and Controls (please tick)	
Discuss the main Work Health & Safety risk associated with the job	
Explain the hazards present in work area	
Other:	

(A copy of the complete WHS induction checklist should be kept locally)