**<INSERT EVENT NAME, VENUE, DATE>**

**SITE INDUCTION CHECKLIST**

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| **Administration Induction (add/remove as required to suit your event)** | | |
|  | Welcome – event brief |  |
|  | Organisational structure/decision making structure |  |
|  | Sighting of Event Risk Management Plan – Risk Register |  |
|  | Parking and Security Procedures |  |
|  | Radio, Communication System |  |
|  | Code of Conduct – behavioural expectations |  |
|  | Incident Reporting Procedures |  |
|  | Relevant internal policies |  |
|  | Grievance Procedures |  |
| **Health and Safety Induction (add/remove as required to suit your event)** | | |
|  | Worker requirements under Health and Safety at Work Act (2015) confirmed |  |
|  | Outline of safety responsibilities of all officials, staff and volunteers |  |
|  | Outline of safety responsibilities of supervisors/managers |  |
|  | Reporting of Health and Safety issues - unsafe conditions, accidents, incidents |  |
|  | Health and Safety information onsite – location of health and safety information |  |
|  | Personal Injury Reporting process |  |
|  | Emergencies and First Aid equipment |  |
|  | Overview of common hazards:   * Manual handling * Hazardous substances * Infection control |  |
|  | Orientation of event site including:   * Safety signs and exits * Emergency access for ambulance |  |
|  | Confirmation and issue of any Personal Protective Equipment required |  |
|  | Emergency Evacuation Procedures |  |
|  | Fire safety training and location of fire extinguishers |  |
| **Orientation of Event Site (add/remove as required to suit your event)** | | |
|  | First Aid room |  |
|  | Amenities, kitchen, exits |  |
|  | Storage areas and location of event equipment relative to role |  |
|  | Location of phone and emergency numbers |  |
|  | Specific problem areas/issues relevant to the event |  |

**Declaration**

I…………………………., certify that all the items noted above, including all policies and other Rules, regulations, and conditions in force onsite during ‘bump in’, during the event and during ‘bump out’ of the event, have been explained to me by <Insert Name> of <Insert OC name>. In addition, I confirm that I understand the information given to me. I, also hereby agree to abide by all onsite event rules, regulations and instructions.

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|  | | |
| ***Name***  *Contractor, official, staff and volunteer being inducted or parent/guardian (if under 18)* | ***Signed*** | ***Date*** |
|  | | |
| ***Person conducting induction*** | ***Signed*** | ***Date*** |