

## Induction Process

All staff should receive an induction prior to commencing work. Prior to any health & safety induction, ensure the worker has read and understood the organisations' Health and Safety Policy & Procedures. This should include the NGO's process of assessing risks and for reporting risks.

<b>General Information</b>	
Organisation name:	
Worker's name:	
Name of Person Conducting Induction:	
Date Induction completed:	
<b>Discuss the following Health and Safety control measures with the worker:</b>	
<b>NGO Health and Safety Policy &amp; Procedure:</b> This broad checklist is a prompt for organisations and workers to consider potential risks and what can be done to mitigate them.	<input type="checkbox"/> Completed
<b>Safety and Security Briefing Checklist:</b> Before travelling to or working overseas, all NGO staff must be fully briefed on the safety and security situation.	<input type="checkbox"/> Completed
<b>Medical and Stress Management Checklist:</b> It is the responsibility of NGO staff to ensure their staff are kept healthy both physically and mentally during and post their assignments.	<input type="checkbox"/> Completed
<b>Basic Vehicle Checklist:</b> Vehicles should be properly maintained and equipped so that they are less likely to break down. Checking a vehicle is the responsibility of the driver, but all staff should be familiar with how to conduct a basic vehicle check.  Staff using drivers in-country should complete the Vehicle Check list..	<input type="checkbox"/> Completed
<b>Travel Checklist:</b> It is the responsibility of NGOs to take precautions to assist their staff to have safe and secure travel when on NGO business. This includes cross-referencing the MFAT 'Safe Travel' advice where appropriate.	<input type="checkbox"/> Completed
<b>Health and Safety Incident Report:</b> In the case of an incident it's the responsibility of staff on the ground to complete and report.	<input type="checkbox"/> Completed
<b>Sign Off:</b> Copy this form and have the inductee sign it to acknowledge their completed induction	
Signed (worker):	Signed (person conducting induction):

