**Induction Process**

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| **General Information** |
| **Organisation name:** |
| **Worker’s name:** |
| **Name of Person Conducting Induction:** |
| **Date Induction completed:** |
| **Discuss the following Health and Safety control measures with the worker:** |
| **NGO Health and Safety Policy & Procedure:** This broad checklist is a prompt for organisations and workers to consider potential risks and what can be done to mitigate them.  | * Completed
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| **Safety and Security Briefing Checklist:** Before travelling to or working overseas, all NGO staff must be fully briefed on the safety and security situation.  | * Completed
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| **Medical and Stress Management Checklist:** It is the responsibility of NGO staff to ensure their staff are kept healthy both physically and mentally during and post their assignments. | * Completed
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| **Basic Vehicle Checklist:** 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.. | * Completed
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| **Travel Checklist:** 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. | * Completed
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| **Health and Safety Incident Report:** In the case of an incident it’s the responsibility of staff on the ground to complete and report. | * Completed
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| **Sign Off:** Copy this form and have the inductee sign it to acknowledge their completed induction |
| **Signed (worker):** | **Signed (person conducting induction):** |

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.