



NEW STARTER INDUCTION CHECKLIST

Employee Name:		
Position:		
Aus Mining Consultant:		
Induction Date:		
Induction Item	Initial when complete	
	Aus Mining	Employee
1. Work Health & Safety		
Safety Induction Handbook issued		
Safety Induction assessment completed		
Incident Report form issued		
Work Capabilities Assessment form issued		
2. General		
Timesheets		
Rosters		
Hours of work		
Lateness/absence		
Uniform requirements		
Review specific job responsibilities		
Pay rates & allowances		
Pay arrangements		
Aus Mining contact details		
Who to report to & when		
Travel arrangements		

Employee Signature: _____

Aus Mining Representative signature: _____