**Instructions:** Complete the response induction using the checklist to ensure response personnel are provided with information and instructions related to health and safety, operational organisation and communication, and the current response situation. All items in this induction checklist must be completed before induction sign off.

| Location |  | Date |  |
| --- | --- | --- | --- |
| Number of inductees  (attach [sign-on register](https://www.dpi.nsw.gov.au/assetno?queries_assetid_query=251862) or reference to list of inductees) |  | Induction completed by  (name & role) |  |

| Induction checklist | Completed? |
| --- | --- |
| **Current situation**  Why are they here? Overview of response including objectives – can be delivered by Incident Controller or delegate. Refer to IAP. Hazard information e.g. bush fire or animal disease. Organisational structure. Key personnel and contact details. Locations of operations with maps. |  |
| **WHS**  Safety is important and everybody is responsible. If it does not appear safe DON’T DO IT and discuss it with your supervisor. Safety Advisor – identify person in role/s and where they are located. |  |
| **Incident reporting and investigation process**  Report all incidents, near misses, injuries immediately to supervisor. Reporting on line within 24hrs in Department of Industry system. Supervisors can assist with completing incident form. If you are from another agency, your substantive (normal) supervisor will be notified as part of the online reporting process. |  |
| **Site rules**  All response personnel have an identification card. All sites are drug and alcohol free sites. Smoking only permitted in designated areas – see site maps. Some sites and activities require mandatory PPE which will be issued to you. Other site specific rules. |  |
| **Attendance and access**  Hours of attendance (working hours) including sign-in/sign-out registers.  Report to your supervisor attendance/non-attendance. EM worksheet to reflect attendance.  Explain access arrangements to site, security, after hours contact protocols. Restricted access to some sites. General public access. |  |
| **Site hazards and controls**  Any hazards specific to the site ie control centre. General hazards include stress and fatigue, distressed people, heat/cold/dehydration, trips/falls, manual handling, snakes. Task hazards will be covered at the role induction.  SWMS and risk assessments cover main hazards and mitigation measures.  Cover site medical plan and site evacuation procedures, including evacuation signal. |  |
| **Amenities and facilities**  Tour of site to locate – toilets, rest areas, refreshments/kitchen, resource location (e.g. stationery, PPE), site first aid (kits and officers), information display boards, medical plan displayed, site emergency evacuation point/s, fire extinguishers/hoses, eye wash stations and other safety equipment.  Meal and accommodation arrangements. |  |
| **Transport and parking**  Parking areas are sign posted. Refer to site map. Explain if there are other transport arrangements to operational sites. Vehicle log sheets. |  |
| **Communication – brief, debrief, info displays**  Briefings occur at least daily or when there are significant changes. Provide current situation, what has to be done and responsibilities. Displays include maps, resource allocations, active sites, hazard information etc.  Confidentiality. Media – refer to delegated officer. Social media restrictions. |  |
| **Code of conduct**  Respect – integrity – ethical – efficiency – discrimination – fairness and equity |  |
| **Glossary of terms**  Provide inductees with a copy of acronyms and terms used - biosecurity terms – natural disaster terms |  |

***Remember:***

***1. Look after each other 2. Make sure you have authority***

***3. Write it down - date and time 4. If you start a task, finish it 5. Know your role***