WORKPLACE HEALTH AND SAFETY INDUCTION

IND-01 · Workplace Health and Safety Induction

Product Overview

Audience: New workers, contractors and anyone returning after a long absence · Duration: 60–90 minutes

Version 1.0 · 8 November 2026

A ready-made, customisable health and safety induction for new workers, with marked places for your own logo, contacts, site rules and procedures.

A good induction tells a new worker what can hurt them in this workplace, how the business controls it, what is expected of them and what to do when something goes wrong. Writing one from scratch takes time most small businesses do not have.

This package gives you a complete generic induction covering the common hazards, basic risk management and control management, reporting, duties, consultation, emergencies and fitness for work. Clearly marked placeholders show where to add your logo, business name, contacts, site rules, emergency procedures and policies, so the finished induction is yours.

Learning outcomes

By the end of the session participants will be able to:

- Describe the duties of the business and of workers under WHS or OHS laws
- Recognise the common hazards in the workplace and the controls in place for each
- Explain basic risk management: find the hazard, assess the risk, control it and check the control is working
- Explain the hierarchy of control, and that a control must change the risk and someone must be able to check it
- Report hazards, incidents and near misses, and know why early reporting matters
- Describe how workers are consulted, including through health and safety representatives and committees
- Respond to an emergency using the site's procedures, alarms, routes and assembly area
- Explain what fitness for work means, including fatigue, drugs and alcohol, and raising concerns
- Find the site rules, policies and contacts that apply to them

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What it covers

Module	Covers
Welcome and duties	About the business [your logo, name and contacts]; Duties of the business, workers and others at the workplace; Your right to stop unsafe work and raise concerns
Hazards in this workplace	A slide or two on each common hazard: manual tasks, slips and trips, plant and machinery, vehicles, electrical, chemicals, noise, heat, working at height and psychosocial hazards; The controls in place for each; [Your site-specific hazards]
Risk and control management	Hazard, risk and control; The hierarchy of control; A control must change the risk, and someone must be able to check it; Checking before a task: stop, think, act
Reporting and consultation	Reporting hazards, incidents and near misses; Consultation, health and safety representatives and committees; Bullying, harassment and violence: where to raise it
Emergencies and fitness for work	[Your emergency procedures, alarms, routes and assembly area]; First aid arrangements and first aiders; Fitness for work: fatigue, drugs, alcohol and medicines
Site rules and policies	[Your site rules: access, sign-in, PPE, smoking, mobile phones, visitors]; [Your policies]; Who to ask, and next steps

Activities

- Find it: new workers locate the first aid kit, emergency exits, assembly area and noticeboard on your site plan
- Control or not: new workers sort a list of measures into controls that change the risk and things that do not
- Report it: a short practice using your hazard and incident report form

What is in the package

Item	File
Editable PowerPoint induction presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, customisation notes and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout: the key points and your contacts on one page	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Marked placeholders for your logo, business name and contacts	Slide master, title slide, document headers and certificate; [Company name] and contact placeholders throughout
Marked placeholders for your site rules, emergency procedures and policies	Site-specific slides, tagged 'edit or delete', and the handout
Customisation checklist, so nothing generic is left in the finished induction	01_START_HERE/Customisation Checklist.docx and .pdf
Attendance record form, to capture who was inducted, when, and by whom	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf

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Item	File
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- Your logo, contacts, site rules, emergency procedures and policies added to the marked places before first use
- A facilitator who knows your workplace, such as the owner, a supervisor or whoever looks after WHS
- A screen or projector, or a video meeting platform; a site walk afterwards is recommended

Questions

Is this a site-specific induction? Not until you add your own details. It is a complete generic induction with clearly marked places for your logo, contacts, site rules, emergency procedures and policies. The customisation checklist makes sure nothing generic is left.

Is this the construction industry general induction (white card)? No. That is a separate, regulated course. This is your own workplace induction, which new workers need in any industry.

Can we use it for contractors and visitors? Yes, for contractors. The facilitator guide suggests a shorter version for short-term visitors who will be escorted.

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WORKPLACE HEALTH AND SAFETY INDUCTION



Workplace Health and Safety Induction

What can hurt you here, how we control it, and your part

60–90 minutes · New workers, contractors and anyone returning after a long absence

[Company name] · [Date] · [Facilitator name]

01

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SITE-SPECIFIC SLIDE: edit or delete

YOUR LOGO
Right-click > Change Picture

Welcome to [Company name]

[What we do]

- Where we work: **[Site address]**
- Your manager: **[Manager name and phone]**
- Your supervisor: **[Supervisor name and phone]**
- Health and safety contact: **[WHS contact name and phone]**

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YOUR LOGO
Right-click > Change Picture

What this induction is, and is not

This induction covers

- ✓ What can hurt you here, and how we control it
- ✓ How we manage risk, and your part in it
- ✓ Reporting, consultation, emergencies and fitness for work
- ✓ Our site rules and policies, and who to ask

This induction is not

- ✕ The construction general induction (white card)
- ✕ A licence, a ticket or a high risk work licence
- ✕ Training in your specific tasks and equipment
- ✕ A replacement for the site walk

Task training, licences and permits for your job come separately. Ask your supervisor what you need before you start any new task.

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YOUR LOGO
Right-click > Change Picture

Today

Part	What it covers
1 Welcome and duties	Who we are; your duties and ours; your right to stop unsafe work
2 Hazards in this workplace	What can hurt you here, and the controls in place
3 Risk and control	Hazard, risk and control; the hierarchy; stop, think, act
4 Reporting and consultation	Reporting; your say in safety; bullying and harassment
5 Emergencies and fitness	Alarms, exits, first aid; fitness for work
6 Site rules and policies	The rules, the policies, who to ask and what happens next

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PART 1

Welcome and duties

Your duties, our duties, and your right to stop unsafe work

1

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YOUR LOGO
Right-click > Change Picture

[Company name]

WORKPLACE HEALTH AND SAFETY INDUCTION · IND-01

Workplace Health and Safety Induction

Participant handout · keep this

Welcome to **[Company name]**. Keep this page: it has the key points from your induction and the people to contact.

Your duties

- Take reasonable care of yourself and others
- Use the controls, and never remove or bypass them
- Follow reasonable instructions and procedures
- Report hazards, incidents and near misses

Risk and control

- Find the hazard, assess the risk, control it, check the control is working
- Controls from the top: eliminate, substitute, isolate, engineer, then procedures and PPE
- A control must change the risk, and someone must be able to check it.

Before every task: stop, think, act

- What could go wrong, and how badly?
- Are the controls there and working?
- If not, fix it or stop and tell your supervisor

Fit for work

- Rested, not affected by alcohol, drugs or medicines
- Not fit today? Tell your supervisor before you start

Your contacts

- Supervisor: **[Supervisor name and phone]**
- Manager: **[Manager name and phone]**
- Health and safety: **[WHS contact name and phone]**
- HSR: **[HSR name and contact]**
- First aiders: **[First aider names and locations]**

In an emergency

- The alarm: **[Emergency alarm: what it sounds like]**
- Assembly area: **[Emergency assembly area]**
- Call triple zero (000), then **[Emergency phone number on site]**

Report it

- Hazards, incidents and near misses: **[Hazard and incident report form: where and how]**
- Stopping unsafe work: **[Your stop-work rule]**

If in doubt, stop and ask. Raising a safety issue is protected under WHS and OHS laws.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you in your specific tasks or equipment, and it is not a licence.

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