

## WHS Employee Food & Hospitality Induction Checklist

Employees name: _____		Commencement Date: _____	
Person Conducting Induction: _____		Induction Date: _____	
<b>Work Health and Safety</b>			
<input type="checkbox"/> Correct food handling techniques <input type="checkbox"/> Storage & use of chemicals <input type="checkbox"/> Housekeeping <input type="checkbox"/> PPE requirements <input type="checkbox"/> PPE supplied and recorded (if required)	<input type="checkbox"/> Known hazards associated with equipment and environment <input type="checkbox"/> Risk Assessments / Safe Operating Procedures (if applicable) <input type="checkbox"/> Location of plant/equipment manuals <input type="checkbox"/> Tampering/removal of plant safety mechanisms		
<b>Emergency Procedures</b>		<b>First Aid</b>	
<input type="checkbox"/> Exit's and route to assembly point <input type="checkbox"/> Site emergency plan <input type="checkbox"/> Location of extinguishers/fire blanket		<input type="checkbox"/> First Aid kit location <input type="checkbox"/> First Aid requirements for the kitchen environment	
<b>Use of Equipment</b>			
<input type="checkbox"/> Stove use (on/off) <input type="checkbox"/> Oven use (on/off) <input type="checkbox"/> Dishwasher use (on/off, use & cleaning)		<input type="checkbox"/> Exhaust Fan use <input type="checkbox"/> Emergency switch locations	
<b>Declaration</b>			
<ul style="list-style-type: none"> <li>I have undertaken the WHS Employee Food &amp; Hospitality Induction</li> <li>I agree to comply with all appropriate WHS legislation requirements, codes of practices and the Colleges policies, procedures and guidelines.</li> </ul>			
Name: _____		Signature: _____	
		Date: _____	
PLEASE RETURN COMPLETED FORM TO CAROL LEE FOR PROCESSING AND FILING THANK YOU			
<b>OFFICE USE ONLY</b>			
FORM RETURNED: DATE: ____ / ____ / ____		SIGNATURE: _____	

# Induction Manual For Hospitality Examples

**S Ashworth**



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