

# New Employee Onboarding Checklist

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*Once an employee is offered the position and agrees to the job offer, they must be given the following:*

☐ **Fair Work Information Statement**

Download at: <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement>

☐ **Casual Employment Information Statement For Casual workers.**

Download at: <https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/casual-employment-information-statement>

☐ **Worker's Compensation Relevant information for your State or Territory.**

View at: <https://www.fairwork.gov.au/leave/workers-compensation>

☐ **Personal Information Form**

*Including:*

- Right To Work in Australia
- Tax file number information
- Employee contact details
- Next of kin for Emergency Contact
- Bank details
- Medical and health details if applicable to the job
- Union card
- Copies of all relevant certificates
- Diplomas, degrees
- Driver's licences
- High Risk Work licences
- White Card, Trade licences etc.

*With expiry dates for retraining or renewing, to be entered into a database/spreadsheet by Safety Officer or delegate.*

☐ **Payroll/HR/Administration**

When Personal Information Form is completed by the employee, it is to be given to Payroll/HR/Administration for processing. Provide Employee Payroll Number to employee.

☐ **Industrial Award or Enterprise Bargaining Agreement**

Employee given the name of the applicable **Industrial Award** or **Enterprise Bargaining Agreement** and an explanation of Leave entitlements, sick leave, remuneration, break entitlements etc.

*More information regarding relevant Awards here:*

<https://www.fairwork.gov.au/awards-and-agreements/awards>

*Introduce employee to HR department for clarification where required.*

☐ **Superannuation Standard Choice Form**

To be given to Payroll/HR/Administration for processing when completed.

<https://www.ato.gov.au/Forms/Superannuation-%28super%29-standard-choice-form/>

☐ **Job Description, Employment Responsibilities and Accountabilities**

Provide employee with a copy of their Job Description, Employee Responsibilities and other relevant company documentation such as Company Mission Statement and Organisation Chart, role expectations and probation details, performance reviews and any relevant training to be provided.

## ☐ **The Worksite Safety Orientation, and Inductions**

Provide copies of **WHS Policy, Environment Policy** (including waste management and recycling), the **Emergency and Incident Management & Evacuation Plan**, and **Covid19 Plan**, plus relevant **Policies and Procedures** below.

*Orientation/Induction must include:*

- a. Where to find the Health & Safety Representatives (HSR), firefighting equipment and Fire Wardens, First Aiders and first aid kits, Emergency Services phone numbers or emergency two-way radio operation as required, toilet facilities, showers, and eye wash facilities if applicable, fresh water and kitchen/crib room facilities, meeting rooms, and lockers if applicable.
- b. Personal Protective Equipment (PPE) is to be provided and recorded in a register. These may include, hard hats, safety glasses, steel cap or metatarsal boots, wet weather steel cap boots, long sleeved hi vis shirts, gloves, welding gloves, chemical gloves, rigger gloves, latex or nitrile gloves, face shields and hearing protection.
- c. Where to find and how to use safety and environmental hazard and risk analysis paperwork such as Job Safety Analysis, Safe Work Method Statements, Take 5s, and reporting procedures for critical incidents.
- d. Introduction to work crew and Supervisor, and orientation of the area they will work in.

## ☐ **Policies and Procedures**

Provide employee with applicable policies and procedures for your organization.

*Examples include:*

- Computer and Phone Use Policy
- Drug and Alcohol Policy
- Vehicle Use Policy
- Code of Conduct including anti-bullying and anti-harassment
- Uniform dress code requirements
- Conflict of Interest and Intellectual Property Policies
- Incident and Accident Reporting Procedures
- Safe Work Procedures for high-risk work
- Safe Operating Procedures for relevant equipment and
- Dispute Resolution Procedure. This can be found at <https://www.fairwork.gov.au/tools-and-resources/best-practice-guides/effective-dispute-resolution>