INDUCTION

First-week checklist: agency and temporary workers

Worker	Agency	Start date	Supervisor

Day 1

	Done (date)	Worker	Supervisor
Vehicle and pedestrian routes walked together			
Crossings shown			
No-go areas shown			
Hi-vis issued and worn			
How to report a near miss explained			
Named contact for questions			

Day 3

	Done (date)	Worker	Supervisor
Route walk-back: the worker walks the routes and crossings back to the supervisor			

Week 2

	Done (date)	Worker	Supervisor
Observed on shift, using the routes and crossings			
Vehicles: authorisation checked before driving any site vehicle (if applicable)			

Signed

Worker signature	Date	Supervisor signature	Date