Host Employer WHS Induction of TAPS Apprentice

Under the WHS Act 2012, PCBUs have a legal obligation to provide information, instruction, training and supervision to all workers that are under their control. As a Host Employer to TAPS, your business is a PCBU. Please induct our Apprentice on the following WHS topics prior to them commencing work with you, or Day 1 when they arrive. This WHS information relates to your business and your WHS information.

Name of Host Employer:	
Date of Induction:	
Name of Apprentice:	

	COMPLETED		
	YES	NO	NA
Induct our Apprentice about working with your business			
Introduction to co-workers, facilities, amenities	○	○	○
Responsibilities / tasks and expectations	○	○	○
Induct our Apprentice regarding Company WHS System			
WHS Policy	○	○	○
Other Policies (Drug and Alcohol, Smoking, Housekeeping)	○	○	○
Safe Work Method Statement/s (Explain its content)	○	○	○
Induct our Apprentice about Personal Protective Equipment			
PPE (What, When, Safe wearing, Replacement)	○	○	○
Induct our Apprentice about:			
Completing Risk Assessments (performed daily)	○	○	○
Reporting hazards and faulty equipment	○	○	○
Induct our Apprentice on Emergency and First Aid			
Location and use of first-aid facilities	○	○	○
Location and use of fire-fighting equipment	○	○	○
Emergency procedures and drills	○	○	○
Induct our Apprentice about Communication and Discussing WHS Issues			
Toolbox Meetings and when these will occur	○	○	○