

INDUCTION CHECKLIST	Area		Explain Element
	Procedures and Guideline	<input type="checkbox"/>	HBLN Home Education WA website
	Emergency Procedures	<input type="checkbox"/>	Who to contact in an emergency
		<input type="checkbox"/>	Location of First Aid equipment
		<input type="checkbox"/>	First Aid officer/s
		<input type="checkbox"/>	Evacuation procedure and muster point
	OHS Hazards	<input type="checkbox"/>	Risk Assessment form discussed
	Tour of Facilities	<input type="checkbox"/>	Toilet areas
		<input type="checkbox"/>	Play areas
		<input type="checkbox"/>	Location of group resources
		<input type="checkbox"/>	Kitchen – tea/coffee facilities

Induction conducted by (Insert Event Organiser’s Name) _____