

CoR Safety Induction Checklist

Discuss role-specific hazards, reporting and safe systems before work begins. Record understanding, not only attendance. Complete the preparation fields, demonstrate the relevant tasks, observe the person's understanding, record gaps and assign supervision or training. Approval to work must be task-specific and must not rely solely on an attendance signature.

English · CoR Australia branded · editable for your operation

Worker / role: _____
 Supervisor: _____
 Date: _____
 Employer / contractor organisation: _____
 Depot / site: _____
 Tasks authorised / excluded: _____
 Induction version: _____
 Trainer / assessor: _____
 Worker acknowledgement / date: _____
 Supervisor authorisation / date: _____
 Refresher / reassessment due: _____
 Document version: _____
 Prepared by / date: _____
 Approved by / date: _____
 Next review / change trigger: _____

- ☐ Role and supply-chain responsibilities explained
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Relevant hazards and controls demonstrated
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Realistic schedule and delay reporting process
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Fatigue and fitness concerns escalation
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Mass, dimensions and restraint process
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Vehicle defect reporting and hold process
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Incident and near-miss reporting
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Unsafe requests and safety escalation
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____

☐ Worker questions and understanding checked

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Further training / supervision required

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Verify role, experience and relevant licences or qualifications using proportionate checks; record references rather than copies of unnecessary personal data.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Explain the existing HVNL Primary Duty and how this role influences transport safety; the NHVR Code is guidance, not a new legal obligation.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Walk through site traffic routes, pedestrian separation, loading exclusion zones, PPE and emergency assembly arrangements.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Demonstrate how to challenge unrealistic schedules and report delays without creating pressure to speed or breach hours.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Explain applicable work/rest arrangements and show where fatigue concerns and unsafe fitness-for-duty decisions are escalated.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Demonstrate mass/axle checks, restraint checks and the approved load plan relevant to the worker's actual tasks.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Observe a pre-start check, defect report and vehicle hold/escalation procedure where the role requires them.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Practise a hazard, near-miss or incident report and confirm the worker knows the relevant safety contacts.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Use a scenario to check understanding of an unsafe dispatch request and the pause/report/escalate process.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Confirm language and literacy needs; provide assistance and test understanding rather than simply handing over translated material.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ List tasks requiring supervision, who will supervise and when competence will be reassessed.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Record the worker's questions, observed competence, agreed actions and both worker and supervisor acknowledgements.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

Close-out and review

Outstanding actions / interim controls: _____

Verification evidence / reviewer / date: _____

Approval / next review date: _____

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Independent 2026 NHVR Master Code implementation template. The NHVR Code is guidance on the existing HVNL Primary Duty; it creates no new legal obligations. Adapt and verify before use. Not an NHVR form, audit certificate or proof of compliance. Source: <https://www.nhvr.gov.au/files/media/document/836/ricp-master-code-2026.pdf>