

Worker Induction (Employees)

General information

All workers (employees) must be inducted prior to commencing work.

If this is not practical, they must be accompanied by another worker that has already been inducted.

PCBU name:

Worker's name:

Name of person conducting induction:

Position of person conducting induction:

Review the workplace and ensure the following hazard control measures are in place:

Completed:

1. Company Policy and Procedures:

Prior to any health and safety induction, ensure your new worker has read and understood the company Health and Safety Policy and Procedures, or has had them explained to them.

2. Workplace amenities:

Show the new worker the location of toilets, wash areas, breakout rooms and other amenities available to them.

3. Workplace emergency procedures and equipment:

Discuss the workplace emergency procedures and show them the location of fire extinguishers, first aid kit, exits, assembly areas, signs and who the qualified first aid person is.

4. Workplace hazards:

Discuss with the new worker any site hazards that are currently in the workplace that may affect them eg vehicles, hazardous substances, machinery etc. Discuss any relevant documents such as Hazard Register, machinery SOP's (if applicable) and HazardCo Hazard Cards. Confirm the hazard reporting process.

5. Event reporting and investigation procedures:

Explain the process for reporting and recording events (injury/illness/incident/near miss), no matter how minor. Advise all events are to be reported to HazardCo on 0800 555 339.

6. Safety meetings and worker participation:

Explain when and where safety meetings will be held eg Toolbox Meetings, Monthly Health and Safety Meetings and other worker involvement in health and safety.

Completed:

7. Personal Protective Equipment (PPE):

Where applicable, issue and provide training on PPE and complete the individual PPE Register.

8. Workplace visitor protocol:

Explain procedures for workplace visitors.

9. Restricted equipment and areas:

Explain and show the worker where they can or can't go. Identify any specific machinery that they cannot touch or operate, unless fully trained or supervised by someone who is.

10. Other workplace safety procedures:

Explain workplace rules attached below and any other relevant safety requirements eg equipment and material drop off areas, no go areas, lone worker policy, smoking policy, radio policy, no children and pets etc.

Sign Off:

Enter the name of the person being inducted. **Print this form and have them sign that they have been inducted.**

Name:

Signature:

Date of Induction:

Worker duties

The following are your legal duties as a worker:

- Take reasonable care for your own health and safety
- Take reasonable care so you do not adversely affect the health and safety of other persons
- Follow our policies and procedures
- Comply with any reasonable instructions given
- Identify hazards and risk controls to health and safety that are under your control
- Use any Personal Protective Equipment (PPE) provided
- Report all hazards and events to your supervisor in a timely manner

Workplace rules

The following rules have been prepared to inform workers about accepted working practices. This is not an exclusive list, only a guide. They are:

- Check the safety of the task before starting work
- Safety is the responsibility of everyone. Any safety hazard or unsafe area or item must be acted on and reported to the supervisor
- Use the correct PPE (supplied) at all times eg hearing protection, dust masks, gloves, eye wear
- Wear steel capped safety footwear at all times
- Wear seat belts at all times when driving or operating vehicles or equipment
- Treat all cables and wires as live until determined otherwise
- Do not enter taped off or restricted areas without prior permission
- Tidy up your work area and keep surroundings tidy at all times
- Return tools to their right place after use
- Dispose of waste and hazardous substances as described in SDS
- All electrical tools and leads are to be inspected and tagged every 3 months
- Comply with all safety notices and warning signs
- Do not approach any plant, machinery and equipment unless the driver or spotter expressly indicates to you that he has seen you and it is safe to do so
- Participate in health and safety meetings
- Observe proper hygiene
- No smoking in any enclosed building
- No radios unless authorised by the supervisor and volumes to be less than 80DbA
- Use signs to warn others of your hazardous activities eg machinery use, overhead work, hot works and work at height

The following are not permitted in the workplace. Any infringement could result in disciplinary action:

- Horseplay, practical jokes, fighting or malicious damage
- Illegal drugs or non prescribed legal drugs
- Alcohol (unless authorised function)
- Children or pets
- Domestic ladders