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| **Induction Form** |
| Details: |
| Name: | Date: |
| Employee  | Visitor | Contractor  | Application Completed: Yes / No |
| Company: | Phone: |
| Purpose of Visit: |
| Licences/Qualifications: | Number | Class | Expiry |
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| **Basic** |  |  |  |
| Induction Topic: | Inductor initials | Inductee Initials |
| Emergency Procedures  | *Alarm system explained.* *Assembly area.* |  |  |
| Location of emergency equipment | *Fire extinguishers**First aid kit* |  |  |
| Location of amenities | *Bathrooms, Toilets**Tea rooms**Drinking water* |  |  |
| Site rules explained | *Site speed limit, parking.**Drug and alcohol policy.**Smoking policy* |  |  |
| **Advanced** |  |  |  |
| Induction Topic: | Inductor initials | Inductee Initials |
| Hazards/Risk explained | *Hazard Identification, reporting and registers.* *Hazardous Substances* |  |  |
| Incident/Injury/Illness and Near Misses | *Reporting and recording all incidents and near misses**Incident register* |  |  |
| Safe work procedures (SOP/JSA/RAM) | *Safe Operating Procedures**Job Safety Analysis**Risk Assessment - Events* |  |  |
| Personal protection equipment | *Issue PPE.**Discuss where and when PPE is to be worn.* |  |  |
| Rubbish disposal considerations | *Approval from site management for disposing of any waste onsite.* |  |  |
| Physical site tour conducted and introductions made (where required) | *Site visit and introductions* |  |  |
| Security/site access arrangements | *Keys issued, access policy* |  |  |
| Health and Safety | *Health and Safety Manual**Health and Safety Policies**Health and Safety Reps**Toolbox meetings / communication* |  |  |