

Section 3.04

Health and Safety Induction

1. Purpose

The purpose of this procedure is to clearly define and assign duties and responsibilities for effectively inducting employees and for providing information to visitors in relation to the Council's Occupational Health and Safety Policies and Procedures.

2. Scope

This procedure applies to all employees and visitors to workplaces.

3. References

1. Occupational Health and Safety Act 2004.

4. Responsibilities

Managers/Supervisors

Managers/Supervisors shall ensure that employees undertake an induction process in accordance with this Procedure. New employees shall be inducted on their 1st working day with Council or soon as practicable into the regular induction program.

Human Resources Manager

The Human Resources Manager (HRM) shall coordinate, organise and/or conduct the induction process in accordance with this Procedure and ensure that specified checks are completed and recorded on the **Induction Checklist** (Attachment 1).

Visitor Host

A Visitor Host is the Council employee who a visitor is visiting or who is responsible for the meeting which a visitor(s) is attending and must ensure that visitors are provided with relevant information (see 6.3).

5. Definitions

Induction

Induction is the process of providing employees with relevant health and safety and other information to enable them to work safely in their workplace.

Visitor

A visitor to a workplace is person who does not normally or regularly work in or have access to that workplace (including a Council employee) and who actually enters the workplace, other than a person accessing a reception area.

Attachment 1 Induction Checklist

6. Method

6.1. Induction Process

The HRM or Manager/Supervisor shall undertake the induction process for all employees.

The induction process shall cover all relevant topics included in the **Induction Checklist** and may consist of formal presentations and discussions, and practical demonstrations.

The employee and the HRM or Manager/Supervisor shall both sign the **Induction Checklist** to indicate the topics that have been covered and that the employee has been informed of and is aware of the requirements of those topics.

6.2. Records

The completed **Induction Checklist** shall be forwarded to the HRC for filing on the employee's **Personnel File** and a copy given to the employee.

The topics covered in the induction process may be varied to suit the specific requirements of the workplace.

6.3. Visitor Information

All visitors shall be required to be admitted by a Visitor Host, who is responsible for the safety of the visitor and for ensuring that the actions of the visitor do not create an unsafe work environment for others. The level of induction required for a visitor is to be determined by the Visitor Host, having regard for the nature of the visit, the length of time a visitor is expected to be at a Council controlled site, the level of risk associated with the particular site being visited and the level of supervision being exercised over the visitor. As a minimum, any visitor who is expected to be unsupervised at a Council controlled site is to be given a brief on known hazards, emergency procedures and the location of exits..

7. Related Documents

8. Attachments

1. Induction Checklist
2. Induction Checklist – Childcare -Permanent
3. Induction Checklist – Childcare -Casual

Attachment 1 Induction Checklist

Name: Position:

Date of Commencement:/...../..... Section:

Please tick ✓	Yes	No (→)	If "No", why not?
OH&S Section			
1. Discuss: Work Conditions			
2. Discuss:			
• General OH&S Requirements/publications	<input type="checkbox"/>	<input type="checkbox"/>	
• OH&S policies and procedures (CoGSAFE)	<input type="checkbox"/>	<input type="checkbox"/>	
• Role of Health and Safety Representatives (introduce)	<input type="checkbox"/>	<input type="checkbox"/>	List HSR Name: _____
• OH&S training program	<input type="checkbox"/>	<input type="checkbox"/>	
• Injury/Accident reporting & book location	<input type="checkbox"/>	<input type="checkbox"/>	List Book Location: _____
• OH&S issue resolution procedures and requirements	<input type="checkbox"/>	<input type="checkbox"/>	List CoGSAFE Section No: _____
• Workers compensation and rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	
• OH&S Committee role and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
Manager/Supervisor Section			
1. Introduction to appropriate Managers/Supervisors/Employees	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide workplace overview and tour	<input type="checkbox"/>	<input type="checkbox"/>
3. Discuss local work times etc (list)	<input type="checkbox"/>	<input type="checkbox"/>
4. Discuss Position Description/KRA's	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 1 Induction Checklist

Manager/Supervisor Section Continued		
<ul style="list-style-type: none"> • Trained first aid staff & location of first aid kits 	<input type="checkbox"/>	<input type="checkbox"/> List Locations: _____
<ul style="list-style-type: none"> • Emergency procedures (evacuation, fire Wardens/Mustering & Assembly Points etc) 	<input type="checkbox"/>	<input type="checkbox"/> List Locations: _____ <input type="checkbox"/> Warden & Asst Warden <input type="checkbox"/> Names: _____
<ul style="list-style-type: none"> • Hazard Awareness & Reporting 	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Specific OH&S Training Program 		
<ul style="list-style-type: none"> • Workplace inspection schedules 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Job specific OH&S requirements/procedures (list these): ...Risk Assessments ... 	<input type="checkbox"/>	<input type="checkbox"/> List SWP No's _____ _____
<ul style="list-style-type: none"> • Safe work procedures 	<input type="checkbox"/>	<input type="checkbox"/> List No's Shown
<ul style="list-style-type: none"> • Operation of equipment (specify) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) 	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide all necessary tools, keys, equipment, locker etc.	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide PPE, as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
7. Schedule relevant training	<input type="checkbox"/>	<input type="checkbox"/>
8. Vaccinations – (Hep A – Hep B)	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information

Specific Training required:

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Tools and keys issued:

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Manuals, documents issued:

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**Attachment 1
Induction Checklist**

PPE (Standard Issue) Issued:

- | | | |
|-------------------------------------|-----------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Safety Glasses | <input type="checkbox"/> Safety Vest |
| <input type="checkbox"/> Sun Screen | <input type="checkbox"/> Ear Plugs | <input type="checkbox"/> Wide Brim Hat |
| <input type="checkbox"/> Boots | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Long Pants/H/V Shirt |

Storeman:Signed.....Date:

Vaccinations to be issued (list):
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This form indicates that has undertaken an induction process covering the issues identified above.

In signing this Form I acknowledge that I have undertaken an induction process covering the above issues and that I am aware of and will implement the requirements of the Council's OH&S policies and procedures as covered in the induction process.

Employee Name:

Signed: **Date:**/...../.....

Manager/Supervisor:..... **Human Resources Officer:**.....

Signed: **Signed:**

Date:/...../.....