

LOGMASTER TRUCKING

Employee Safety Induction Checklist

Induction date ____/____/____

Start date ____/____/____

Employee full name _____

Position title _____

Director/Manager name _____

Tick items to be covered with Employee:

	Induction element	Element Completed	Date Completed
<input type="checkbox"/>	Review the Health and Safety Management System and sign the Health and Safety Policy Acknowledgement form.	(Both initial)	
<input type="checkbox"/>	Read the <u>Alcohol and Drug Management Policy</u> and sign the <u>Policy Acknowledgement Form</u> and <u>Consent forms</u> The NZFOA Code of Practice is available for greater clarification of this policy. Testing conforms to the following: o HSE Act 1992, and amendments. o AS/NZS 4308:2008 Procedures for the Collection, Detection and Quantitation of Drugs of Abuse in Urine o AS 3547-1997 Breath Alcohol Testing devices for Personal use . o Human Rights Act 1993, The Bill of Rights Act 1990, The Privacy Act 1993, and the Health Information Privacy Code (1994).		
<input type="checkbox"/>	Read/explain the Work Rules and familiarise employee with the Approved Code of Practice and the Best Practice Guidelines		
<input type="checkbox"/>	Explain Use, storage and maintenance of Personal Protective Equipment (PPE), machinery and tools necessary to complete work safely. <ul style="list-style-type: none">• PPE required and where it is located• LOGMASTER TRUCKING provision (HSE Act section 10)• Signing for PPE use of the PPE <u>Acknowledgement form.</u>		
<input type="checkbox"/>	Hazard management system explain/demonstrate; <ul style="list-style-type: none">• The hazards and controls for the job(s) undertaken• How hazards are managed/monitored/reported• Review the <u>List of Generic Forestry Hazards</u> and sign the <u>General Hazard Education</u>• Acknowledgement form		
<input type="checkbox"/>	Emergency procedures/drills including; <ul style="list-style-type: none">• Where the fire extinguisher and first aid kit are kept• The evacuation procedure and assembly areas• Appointed first aiders and emergency wardens.• Recognise and understand safety signage.		

Tick items to be covered with Employee: Page 2

	Induction element	Element Completed	Date Completed
<input type="checkbox"/>	Specific health checks i.e. those required under section 10 of the HSE Act, and employee assistance <ul style="list-style-type: none"> LOGMASTER TRUCKING Limited policies on health checks Alcohol and drug rehabilitation Stress and Fatigue management 	(Both initial)	
<input type="checkbox"/>	Medical history, particularly where it may lead to harm of self or others in the workplace e.g. diabetes, asthma, allergies anaphylactic shock etc.) complete the Confidential General Health Questionnaire .		
<input type="checkbox"/>	Safety meetings and employee participation explain; <ul style="list-style-type: none"> Individual health and safety responsibilities (Manual) Contributing to a safer workplace The Health and Safety Representative Location of Health and Safety information 		
<input type="checkbox"/>	Scheduled safety inspections of plant, vehicles , work stations and (in some cases) safe behaviour audits. <ul style="list-style-type: none"> Maintaining company vehicles in road-worthy condition Unsafe conduct in a vehicle (speeding and infringements) Underlying safety issues will be addressed by the employees Manager Off-road driving (see Specific training needs form) 		
<input type="checkbox"/>	Incident management explain; <ul style="list-style-type: none"> Incident report forms Report injuries promptly and accurately NB: Injuries not reported the day they occur will not be treated as a workplace injury. Dealing with early signs of discomfort 		
<input type="checkbox"/>	Injury management, Return to Work , alternative duties and rehabilitation explain; Sign Authority to Release Medical Information/Consent form <ul style="list-style-type: none"> Discuss available alternative duties recognise and understand safety signage. 		
<input type="checkbox"/>	Qualifications and specific training needs evaluation. Use the SBO or the Training Needs Assessment forms to evaluate experience and whether supervision is required. <ul style="list-style-type: none"> Training records updated in personal file The Employee agrees to allow the Company access to NZQA training records 		