

THE PAIRATAHI TRUST

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: <ul style="list-style-type: none"> 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 • THE PAIRATAHI TRUST 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"> THE PAIRATAHI TRUST 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 			