

INDUCTION CHECKLIST

EMPLOYEE NAME:

ROLE:

START DATE:

Company Structure -		Leader	Trainer	Employee
1.	Structure of TIR and relationship with IFP and SIW Organizational Chart – Who's who. Introductions and roles of individuals <ul style="list-style-type: none"> • Management • Departments • The Team Communication – Meetings, Notice boards, Intranet – show where it is			
Tour of the Workplace		Leader	Trainer	Employee
	<ul style="list-style-type: none"> • Amenities, toilets, lunch room, stationery, IT • DC layout • Site Specific • Your workplace 			
Being Safe At Work		People Assist	Trainer	Employee
	<ul style="list-style-type: none"> • Workplace Health & Safety Policy • Breaches of the Policy will result in disciplinary action • WHS Act • Duty of Care • WHS Committee (members & Intranet) • Hazard Reporting (SAFE) <ul style="list-style-type: none"> ○ Spot the hazard ○ Assess the risk ○ Fix the problem ○ Evaluate results • Manual Handling • Safe Work Procedures - SWMS • PPE Requirements (TIR, SIW, IFP, Off site) • Visiting other work sites (inductions, visitor access) 			
Fitness for Work		PC Group Leader	Trainer	Employee
	<ul style="list-style-type: none"> • What does being fit for work mean • Reporting of any medications that can affect your ability to work safely • Random Testing • Drug & Alcohol Awareness - Zero Tolerance - Policy / Training • Head Space • Employee Assistance Provider 			
Emergency Procedures		People Assist	Trainer	Employee
	<ul style="list-style-type: none"> • Who to contact in an emergency (on & off site) • Emergency Evacuation Procedure • Meeting Point(s) • Fire Wardens • First Aid Officer, First Aid Room, First Aid Kit 			

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Accidents, Incidents, Injuries, Near Misses – PC Group Leader		Trainer	Employee
	<ul style="list-style-type: none"> • Reporting Requirements – Must be ASAP (within that shift) • Accidents, Incidents, Injuries, Near Misses – what are they? • Accident / Incident Procedure - Flowchart • Medical Assistance – Injuries • Workers Compensation • RTW Plans and Rehabilitation 		
Site Specific – SIW Site		People Assist	Trainer
	<ul style="list-style-type: none"> • Traffic Management – reverse parking, 15 km/ph carpark, 10 km/ph SIW yard. • Swipe Cards / Security / Bag inspections • Process for bringing in or removing large items from site (via security/car/ sign-out slip) • Visitor Access <ul style="list-style-type: none"> ◦ Notification to SIW Gatehouse. ◦ Visitor Induction ◦ No persons under 15 allowed on site unless authorized by SIW Senior Managers. • Leaving your car for overnight parking • High visibility clothing requirements • Safe use of devices in operational areas (not walking through operational areas, including the yard and carpark, distracted by devices). • Smoking only in designated area. • Primary Site Hazards <ul style="list-style-type: none"> ◦ Product falling from height. ◦ Forklifts/Trucks/Other Machinery ◦ Aerosol Room/Dangerous Goods Room ◦ Freon (Refrigeration) and Ethylene (Ripening rooms) • Restricted Areas at SIW for TIR Staff. <ul style="list-style-type: none"> ◦ All operational areas (inside the Distribution Centre, in areas of the yard outside of the walkway entering the site and leading to the Gatehouse) unless expressly authorized by SIW Senior Managers. 		
Policy Awareness		PC Group Leader	Trainer
	<ul style="list-style-type: none"> • Respect at Work (Discrimination, Harassment & Bullying) • Counseling and Discipline • Smoking • Mobile Phones and Electronic Items • Company Vehicles / Pool Car • Additional policies as and when developed (process) • Book into Policy Induction Training Session at IFP (held monthly) 		
General Conditions & Paperwork		People Assist	Trainer
	<ul style="list-style-type: none"> • Timesheets (Hours of Work) – (Set up Meridian login if applicable) • Uniforms (accepted work wear) • Contract of Employment (specific questions refer to PC Group Leader) • Probationary Period (if applicable) • Pay Conditions (Salary / Award) – Superannuation • Leave Entitlements (if applicable) – How to apply / sick leave process • Licenses (Copy of Drivers Licence minimum) & Photo taken • Training and Development (annual review) • Payroll / Self Service Process – pay slips / holiday applications etc • St Luke's Private Health Insurance 		

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TIR ASSESSMENT

To ensure that you are fully aware with the details of the Company Induction, we require you to complete the following competency based assessment. The assessment is “open-book” and will assess information included in this induction, as well as your general safety and industry knowledge.

1. **TIR has a responsibility to show all employees a Duty of _____?:**
 - a. Safety
 - b. Care
 - c. Employment
2. **What sorts of things constitute an incident that requires reporting?**
 - a. Near miss
 - b. Damage
 - c. Injury
 - d. Fire
 - e. All of the above
3. **What are roles of a Health & Safety Representative? (can be more than 1 answer)**
 - a. Investigate incidents as requested by Supervisors, Managers or P&C Leader?
 - b. Keep up with the gossip & ring a few people to spy on what's going on site?
 - c. Report Hazards to & work with Supervisors to minimize risk?
 - d. Just ignore issues if not on their own work site?
4. **If you are involved in or observe an incident, who do you report it to?**

5. **In an emergency situation such as hearing the evacuation alarm, what is the first step you would take?**
 - a. Pack up your desk, find your keys and your mobile.
 - b. Ring a few people to find out if it's a real emergency.
 - c. Evacuate the building, turning off any equipment (if safe to do so) exiting via the nearest safe exit.
 - d. Just ignore it, it's probably a false alarm.
6. **Health and Safety issues should be:**
 - a. Ignored – someone else will fix it
 - b. Reported to your manager / leader on shift
 - c. Discussed at team meetings
 - d. Both b. and c.

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- 7. If you are unsure if something is safe, you should:**
- a. Give it a go anyway
 - b. Try and fix it
 - c. Stop and ask
- 8. What things impact upon my fitness for work?**
- a. Fatigue
 - b. Alcohol
 - c. Prescription Drugs
 - d. Synthetic Drugs
 - e. Potentially all of the above
- 9. Discrimination is unlawful if it is based on the following?**
- a. Gender
 - b. Religion
 - c. Disability
 - d. All of the above
- 10. Select the best answer. Which of these are inappropriate for the workplace?**
- a. Pornography
 - b. Sexually explicit language
 - c. Ogling
 - d. All of the above
- 11. Can assaulting another person whilst at work lead to a criminal conviction if reported to the police?**
- a. Yes
 - b. No

Feedback

Please feel free to provide any feedback on areas that we can improve especially in regard to our General Induction.

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ASSESSMENT – SIW SITE SPECIFIC

Question 1: Can you walk onto the operational floor at SIW?

Question 2: Who is responsible for safety at SIW?

Question 3: When must you not use mobile phones at SIW?

Question 4: What base PPE are you required to use when on SIW premises?

Question 5: Why do you need your swipe card?

Question 6: When are you expected to report accidents and incidents on SIW grounds?

Question 7: Where is the smoking area at your site?

Question 8: Where is the emergency evacuation point at TasRDC?

Question 9: What areas are restricted access to you at TasRDC?

Question 10: Can you bring persons under 15 on to site at TasRDC?

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DECLARATION

I declare that I have been made fully aware of all details in this Company Induction.

I declare that I will observe all relevant Company policies, procedures, guidelines and directives.

I agree that if there is any part of the information covered in this induction training that I do not understand, I will seek clarification from the Senior Management of TIR or People & Culture.

Inductee Name: _____

Inductee Signature: _____

Date: _____

Inductor / Lead Facilitator Name: _____

Lead Signature: _____

Date Employee is booked into General P&C Policy Induction: _____