

SITE SPECIFIC INDUCTION CHECKLIST

EMPLOYEE NAME:			
Role:		Start Date:	
Manager:		Location:	

Company Structure -		Trainer	Employee
1.	Structure of IFP and relationship with TIR and SIW The type of work and the product Introductions and roles of individuals <ul style="list-style-type: none"> General Manager, Operations & Logistics Manager, Quality Assurance Leaders (QALs), & Managers/Supervisors The Broader Team TIR – Leadership Team – Who are they? Communication – Meetings, Notice boards, Intranet – show where it is		
Tour of the Workplace		Trainer	Employee
	<ul style="list-style-type: none"> Amenities, toilets, lunch room, car parking, walkways, Noticeboards, Time clock, First Aid room, lockers, DC layout - Cool rooms, banana ripening rooms, work stations, machinery & equipment used Smoking area Retail Operations & Development area (Connector Park only) 		
Being Safe At Work		Trainer	Employee
	<ul style="list-style-type: none"> Workplace Health & Safety Policy Your Duty of Care Breaches of the Policy will result in disciplinary action WHS Committee - who are the Safety Reps / HSR's How we communicate & consult Hazard Reporting (SAFE) – Where to find the forms? Tag Out Procedures – where do you locate forms Safe Work Procedures - SWMS / SOP's Manual Handling – Our Safe Lift Weight is..... 	<div> Spot the Hazard Assess the Risk Fix the Problem Evaluate the Results </div>	
Safety Specific to Island Fresh Warehouse		Trainer	Employee
	<ul style="list-style-type: none"> Information on hazards and controls (Ethylene Gas – Restricted Areas) Safe use and storage of hazardous substances, including the MSDS Safe use and storage of PPE Pedestrian and forklift traffic protocols on site & in the warehouse Walkways and No Walk & Talk on Mobiles Traffic Movement within and around the warehouse Entry / Exit to Cool rooms (Foot traffic) 		
Emergency Procedures		Trainer	Employee
	<ul style="list-style-type: none"> Who to contact in an emergency (on & off site) Emergency Evacuation Procedure (testing of alarms v Real alarms) Exits & Fire Extinguishers Evacuation Assembly Area Fire Wardens First Aid Officer, First Aid Room, First Aid Kit 		

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Accidents, Incidents, Injuries, Near Misses		Trainer	Employee
	<ul style="list-style-type: none"> Reporting Requirements – Immediate or Must be ASAP (within that shift) Where to you get the reporting forms? Medical Assistance – Injuries – First Aid Officers / P&C or QAL attend Company Doctor. Workers Compensation & RTW Plans and Rehabilitation 		
Quality Assurance Program		Trainer	Employee
	<ul style="list-style-type: none"> Overview of HACCP Good Handling practices Food safety hazards Quarantine – when on site 		
General Employment Conditions		Trainer	Employee
	<ul style="list-style-type: none"> Job description and or responsibilities Probationary Period (Full or Part time contracts only) Rosters (Hours of Work) & Work Breaks Leave Entitlements Notification of Sick leave or absences / Stat Decs Time Target (Clocking in and out) 		
Our Payroll System		Trainer	Employee
	<p>Ensure all On-boarding payroll forms have been completed !!</p> <ul style="list-style-type: none"> Bank Details, TFN and Superannuation Forms Login Details to Sage Micropay Self Service provided Demonstration & How to access your pay slips Forms for payroll deductions (intranet – People Processes) Who to call for any payroll questions – People Assist 6391 0218 		
Alcohol and or Other Drugs – Starting work at IFP		Trainer	Employee
	<p>Fitness for Work – not under the influence and capable to work</p> <ul style="list-style-type: none"> Alcohol and or Other Drugs <ul style="list-style-type: none"> BAC level 0.00% and zero tolerance to illegal drugs Who needs to do mandatory self-testing & when AOD Register (as applicable) What to do if you think you may register before starting work Reporting of any medications that can affect your ability to work safely Random Testing 		
Intro to Policy Awareness - P&C to conduct 2 nd session			
	<ul style="list-style-type: none"> Respect at Work (Discrimination, Harassment & Bullying) Quality Management Dress Standards Smoking Policy Forklift Policy Mobile Phones and Electronic Items Company Vehicles Policy 		
General Conditions - Training & Security		Trainer	Employee
	<ul style="list-style-type: none"> On the job Training in safe work practices Job-specific training (e.g. if a license or permit is required, VOC) Security Cash handling CCTV and security site checks Swipe Card Access & Replacement costs 		



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IFP ASSESSMENT ~ Page 1 of 2

Name: _____ Date of 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. **IFP 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 does a Health & Safety Representative do? (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. **Where is the IFP Evacuation Assembly Point(s)?**

7. **Health and Safety issues should be:**
 - a. Ignored – someone else will fix it
 - b. Reported to the QAL / Supervisor on shift
 - c. Discussed at team meetings
 - d. Both b. and c.



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IFP ASSESSMENT ~ Page 2 of 2

8. What is the IFP Safe Lift Amount? _____ kgs

9. If you are unsure if something is too heavy, you should:

- a. Lift it and give it a go anyway
- b. Carry it over to the scales to double check
- c. Tell someone else to pick it up
- d. Stop and ask or use a manual lifting aid

10. Where and when can I carry or use a mobile phone whilst at work at IFP?

11. What things impact upon my fitness for work?

- a. Fatigue
- b. Alcohol
- c. Prescription Drugs
- d. Synthetic Drugs
- e. Potentially all of the above

12. What is my BAC% level (alcohol) allowed on site? _____

13. What is the base PPE that I need to wear on site?

14. Select the best answer. Which of these are inappropriate for the workplace?

- a. Pornography
- b. Sexually explicit language
- c. Swearing
- d. All of the above

15. Can assaulting another person whilst at work lead to a criminal conviction if reported to the police?

- a. Yes
- b. No

16. Good housekeeping is fundamental to good safety. Trips, slips and falls can result from poor housekeeping. It is everybody's responsibility to ensure that their work areas are kept clean and tidy.

Circle the right answer **True** **False**

17. Who are TIR and where are they based? _____

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DECLARATION

I declare that I have been made fully aware of all details in this Company IFP Site 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 Management of IFP or People & Culture.

New Employee Name: _____

New Employee Signature: _____

Date: _____

Inductor / Trainer Name: _____

Trainer Signature: _____

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