

1. PURPOSE OF INDUCTION

Injuries to inexperienced workers account for a substantial amount of workplace injuries. When a new worker is engaged for full time, casual or for seasonal work, they need to be provided with the information, instruction, training and supervision necessary for them to carry out their job safely. It cannot be assumed that they have sufficient prior knowledge, training or experience.

An induction needs to be carried out for each new worker. Induction for new workers will help make the property a safer and more productive workplace. The induction, information, instruction and training you must provide includes:

1. the occupational safety and health responsibilities of both the employer and the employee (sections 19 and 20 of the OSH Act);
2. arrangements for the reporting of safety hazards and injuries;
3. safety and health procedures relevant to the workers job; and
4. how safety and health information can be accessed.

2. THE SAFETY MANAGEMENT SYSTEM

That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OSH policy, and so managing the OSH risks associated with business of the organisation.

3. THE SAFETY PLAN

The Occupational Safety and Health Management Plan (OSHMP) is a document which describes the activities and processes established to ensure the safety of employees, subcontractors, customers, visitors and employees of the client.

4. MANAGEMENT COMMITMENT

Management is committed to the safety and well being of all persons, including employees, contractors, customers and visitors.

Objective

To establish and maintain a safe workplace environment in which persons will not be exposed to hazards.

5. OCCUPATIONAL SAFETY & HEALTH POLICY

Policy Statement

SEABREEZE CONTRACTING is committed to providing a safe and healthy work environment to ensure that high standards of Occupational Safety and Health for all employees, including contractors and sub-contractors are maintained. Management shall make every reasonable effort in the areas of accident prevention, control and removal of hazards and injury protection.

This will be achieved by:

- Implementing and maintaining Best Practice by developing and implementing, in consultation with our employees, an effective Occupational Safety and Health Management Plan (OSHMP);
- Ensuring that all laws and regulations are complied with. Where adequate laws and regulations do not exist develop and apply, in consultation with and involvement of its employees, standards and work practices that reflect management's commitment to high levels of safety and health;
- Implementing risk management programs for the control of hazards;
- Providing training to ensure that high standards of work and safety are maintained;
- Demonstrating a commitment to continuous improvement in occupational safety and health and safety performances, e.g. continual review of - Safe Work Procedures, minutes of safety meetings, workplace safety inspections;
- Complying with all the safety rules of our clients, and
- Ensuring that no task shall commence if safety and health standards are compromised.

All employees are responsible for their own safety and the safety of their fellow employees. The success of a safety and health programme is dependent on the total commitment and cooperation of all employees of the organisation, including management. The safety committee and employee initiatives shall be supported by management.

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Michael Venables
Managing Director

Date

No.	Topic	
1.	Purpose of Induction	
2.	The Safety Management System	
3.	The Safety Plan	
4.	Management Commitment	
5.	Occupational Safety & Health Planning	
6.	Consultation	
7.	Hazard Management	
8.	Monitoring Systems	
9.	Informing Employees and Sub-contractors	
10.	Safe Work Procedures	
11.	Workplace Safety Inspections	
12.	Housekeeping	
13.	Sub-Contractor Management	
14.	Manual Handling	
15.	Machinery	
16.	Isolation Procedures	
17.	Hazardous Substance Control	
18.	Purchasing & Engineering Controls	
19.	Noise Exposure	
20.	Ladders; Elevating Work Platforms; Scaffolding; Barricades; Signage Warnings	
21.	Personal Protective Equipment	
22.	Working at Heights	
23.	Confined Space Entry	
24.	Gas, Fume, Vapour and Dust	
25.	Incident Reporting & Investigation and Injury Management	
26.	First Aid & Medical treatment	
27.	Injury Management & Rehabilitation	
28.	Medical Examinations	
29.	First Aid	

- 30. Condition Monitoring
- 31. Mobile Equipment / Vehicles
- 32. Inspection & Testing of Electrical Equipment
- 33. Hand Tools
- 34. Fire Protection & Prevention
- 35. General Safety Rules
 - Alcohol & Drugs in the Workplace
 - Smoking
 - Children & Dogs on a Worksite
 - Practical Jokes & Horseplay
 - Fighting, Vandalism & Stealing
 - Employee Records
 - Dispute Resolution
 - Heat Stress
- 34. Training
- 35. References

Employer and Employee to sign verifying that the employee has been inducted:

Employee name:

Signature:

Employer:

Signature:

Date: