

WORKPLACE INDUCTION

Name: _____ **Position:** _____ **Start Date:** _____

Please complete all applicable sections of the Checklist below.

Emergency and First Aid Procedures		Initial when done	
Advised of procedures & sounds for emergency evacuation and location of assembly area			
Shown location of emergency exits and fire extinguishers			
Introduced to area Fire Warden			
Advised of first aid procedures and location of first aid person(s)			
Informed of Security procedures on site			
Work Health & Safety			
Provided with contact details of area Health & Safety Representative Site/Office			
Given and explained Work Health & Safety Information Brochure			
Show location of Rolray Electrical WHS Documentation			
<ul style="list-style-type: none"> • Location of WHS Policy • Access to WHS Policy • WHS Policy explained 			
Area specific hazard information <ul style="list-style-type: none"> • Repetitive work • Hazardous manual tasks • High Risk activities • Electrical Safety • Working in outdoor environments • Explain relevant Safe Work Method Statements (where relevant) • Advise location of Safety Data Sheets (where relevant) 			
Told to report hazards to supervisor for risk assessment & control			
Advised of work times and breaks – including the need to alternate work with other duties			
Shown workstation – tools, equipment and plant used for the job			
Workshop and Site Based areas	Yes	No	N/A
Shown location of Hazardous Chemicals Register and SDS'			
Shown location of Plant Register ^Δ and associated Risk Assessments			
Shown location of Safe Work Method Statements			

^ΔThe Electrical Inventory may cover all Plant in your area. "Plant" does not include manually powered hand-held tools.

*Area specific WHS Induction Checklists may also apply. **Supervisor to retain all signed sheets.**

Supervisor Sign: _____ **Date:** _____

Staff Member Sign: _____ **Date:** _____

Duty of Care – WORKERS

Work Health and Safety Act 2011 Section 28

Duties of workers

While at work, a worker must—

- a) take reasonable care for his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

ROLES AND RESPONSIBILITIES – WORKERS

- All workers are encouraged to participate in the management and maintenance of health and safety systems and support staff that have an active role in Work Health and Safety (WHS).
- Take reasonable care for the health and safety of people who are at the worker's place of work and who may be affected by the worker's acts or omissions.
- Undertake work as instructed by the manager / supervisor in a productive manner that is safe to all.
- Cooperate with their employer, or other person, in complying with any procedures provided by the employer or other person to eliminate or control risks. This includes the correct use and maintenance of the required PPE and any special tools, instruments and equipment provided for the work.
- Familiarize yourself and cooperate with management in the implementation of policies, project safety plan, procedures, and risk control measures.
- Comply with the requirements and relevant policies, procedures, safe work practices and safe work method statements.
- Participate in safety and other meetings, toolbox talks, consultation, induction, training, and instruction as directed.
- Follow the safety directions particular to the site (including wearing required PPE).
- Actively look for and identify hazards and apply appropriate risk control measures in the workplace and act immediately to ensure the health and safety of both yourself and others.
- The normal process for dealing with any safety issue or hazard identified at your workplace is to advise your supervisor immediately and if necessary, warn other persons and assist in making safe. You have the authority to stop work if appropriate.
- Having identified an unsafe situation, immediately correct if possible or otherwise cease work, protect others and report hazards to appropriate personnel.
- Notify the employer or supervisor of any matter that (to the knowledge of the worker) may affect the capacity of the employer to comply with the requirements of the WHS Regulations.
- Any person suffering a chronic medical condition and who is taking prescribed medication is advised to inform their employer. Persons, in particular plant operators and persons working at height or near live wiring, are advised to inform their supervisor if they may become affected by prescribed drugs or medication.
- Do not operate a tool or piece of equipment where a certificate of competency is required unless you have such a certificate. Do not operate any Equipment tagged "out of Service".

- Notify all accidents and incidents to the appropriate personnel for follow up action and reporting.
- Notwithstanding full isolation and tagging, exposed conductors within the immediate work area that are not required to be exposed for the immediate task must be effectively shielded from the possibility of being inadvertently touched.
- Before doing any work, confirm by way of test that all exposed conductors are not energized.
- Never assume a conductor is dead – “TEST, EVERY TIME BEFORE YOU TOUCH”.
- The intentional or reckless interference with or misuse of anything provided in the interest of health, safety and welfare is prohibited. Severe penalties may be imposed on anyone found guilty of an offence.
- Undertake WHS hazard identification and risk assessments and implement appropriate risk controls.
- Take Reasonable care to protect the environment from damage and/or contamination from hazardous chemicals used in the workplace.
- Report all incidents that have an environmental impact to your supervisor as soon as reasonably practicable.
- Implement corrective actions to prevent recurrences of work site incidents and illness/injury.

All workers are authorized and expected to stop work and immediately notify their supervisor if a task carries an unacceptable level of risk.

- In addition to the following, apprentices and trainees have the same responsibilities as a worker.
- Electrical apprentices and trainees must be under the direction of a qualified electrical supervisor. The level of supervision may vary from job to job according to the supervisor's assessment of the apprentice/trainee's competence in relation to the given task.
- You must review the risk assessment/s (JHEAs and SWMSs) for the job on hand and both yourself and your supervisor must be signed the pre-start HRA prior to commencing work.

General Safety Induction Questionnaire

You are required to answer all questions. Please indicate your answer by circling the letter next to the option you select. Read each question carefully before answering.

1. *Which of the following is not a Workers Duty of Care under the WHS Act 2011?*
 - a. Take reasonable care for his or her own health and safety
 - b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - c. Comply, so far as the worker is reasonable able, with any reasonable instruction that is given by the person conducting business or undertaking to allow the person to comply with the act
 - d. Work at your own risk and ensure that the job is finished on time and under budget

2. *If you find that a machine guard is damaged or missing, what should you do?*
 - a. Ignore it as it was not you who lost or damaged the guard
 - b. Report it to your supervisor immediately

3. *Who is responsible for housekeeping in your workplace?*
 - a. Everyone in the workplace is responsible for ensuring the work area is tidy
 - b. Not me as I was not the person who made the mess
 - c. The apprentice

4. *What is the purpose of safety signs in the workplace?*
 - a. To indicate important information about hazards in the workplace
 - b. To advise workers of special PPE requirements in a particular area
 - c. To indicate where emergency equipment is stored
 - d. All the above

5. *What are you to do if you are asked to clean a piece of machinery?*
 - a. Go ahead and do it, it will not take long?
 - b. Isolate the machinery and follow correct lock out tag out procedure before commencing work
 - c. Get someone else to do it as it is late on a Friday

6. *If you hurt yourself at work, who must you tell?*
 - a. Your next of kin
 - b. No one, keep it quiet
 - c. Your supervisor, even if is minor
 - d. Post it on social media

7. *What will happen if you attend work under the influence of Drugs or Alcohol?*
 - a. You will be given an easy task to do until you are fit for work
 - b. You will face immediate suspension and/or possible dismissal
 - c. You will be allowed to go home and use an RDO

8. *Danger Tags are Red and Black on a White background*
 - a. True
 - b. False

9. *Name three common hazards in the workplace*
 1. _____
 2. _____
 3. _____

10. *What are the six levels of the Hierarchy of Control?*
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

11. *What must you do if you find a hazard in the workplace?*
 - a. Report it to your supervisor ASAP and make safe if you can.
 - b. Ignore it as it is not in your proximity.
 - c. Wait until lunchtime to talk about it with your workmates.

12. *PPE is the best form of control measure in the workplace*
 - a. True
 - b. False

13. *Elimination is the best form of control measure in the workplace*
 - a. True
 - b. False

14. *What must you do if your work could have an adverse effect on the environment?*
 - a. Ensure that the necessary control measures are in place to protect the environment and notify your supervisor in the event of an incident
 - b. Carry on, it's only the environment.
 - c. Tell someone a few days later if the incident is obvious

15. *The most common cause of workplace accidents is due to poor housekeeping*
 - a. True
 - b. False

16. *Should you use fall protection when there is a risk of falling from one height to another?*
 - a. Yes
 - b. No

17. *Which of the following is working at height?*
 - a. Working close to a roof edge
 - b. Working on scaffolding
 - c. Working from a ladder
 - d. Working close to the edge of a pit
 - e. All the above

18. *How can chemicals enter the body?*
 - a. Absorption
 - b. Inhalation
 - c. Ingestion
 - d. All the above

19. What does SDS stand for?

20. Manual handling injuries can develop over time from repetitive strain.

a. True

b. False

21. What is the phone number for?

a. The office: _____

b. Director's mobile: _____

Office Use Only

Checked by: _____

Name: _____

Results: _____

Position _____

Signature: _____

Date: _____