

Sample host employer induction checklist and acknowledgement form

Notes for host employers

Give the Contractor a copy of this checklist at the start of the induction and collect the completed copy at the end of the induction.

Keep a copy for your records and also fax a copy of the completed checklist to the Commercial Design Consolidated (NSW) Pty Ltd

Contractor's name:

Starting date:

Host employer's name:

Induction date:



Tick all of the topics that were covered in the induction.

- The organisation's health and safety policies and procedures
- Safe work methods and use of equipment
- Personal protective equipment
- The workplace's consultative processes for occupational health and safety
- How to report incidents, injuries or unsafe work practices
- Emergency evacuation procedures

I have received and understood the induction as outlined above.

Contractor's signature

Host employer's signature

Date

Contact us, we are here to help.



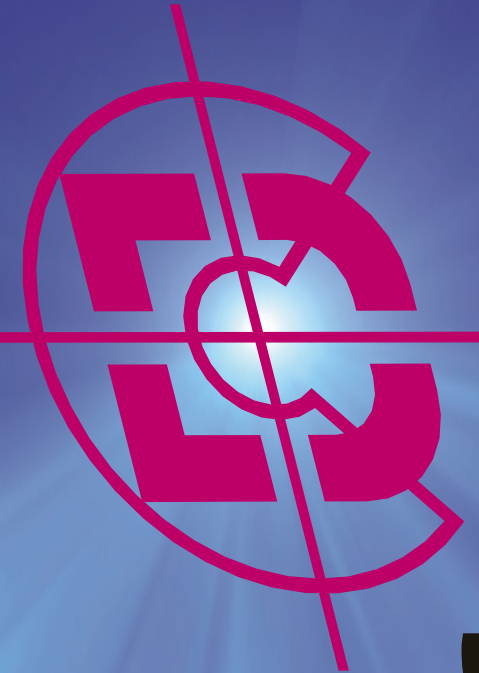
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Occupational Health and Safety

Commercial Design



Why should the host employer do an induction?

The host employer has a clear obligation to provide the consultancy's onhired contractors with appropriate information, supervision and training to enable them to work safely.

As part of this fundamental duty of care, the host employer has a responsibility to provide onhired contractors with a workplacespecific and job specific induction. They should do this induction on the contractor's first day at the workplace.

The host employer induction should familiarise the on-hired worker with the employer's operations, facilities, policies and procedures, and with the specific requirements of the job the worker has been hired to do.

What should the induction cover?

The induction should cover such topics as:

- what the job involves
- the host employer's health and safety policies and procedures
- safe work methods and use of equipment
- potential hazards and what the employer has done to remove or control them
- the use of personal protective equipment
- supervision and training
- the workplace's consultative processes for occupational health and safety
- what the contract worker should do if he or she is injured at work

- how to report incidents, injuries or unsafe work practices
- first aid procedures
- emergency evacuation procedures
- safety signage in the work area

The onhired contractor is to expect this information from the host employer. If these topics are not covered in the host employer induction, the contractor should raise the matter with his or her supervisor and let Commercial Design know immediately

Keeping health and safety records

Under occupational health and safety legislation in each state and territory, employers need to be able to demonstrate that they have given their workers adequate information, training and supervision to ensure their health and safety.

Host employers must keep a record of any instruction and training they give onhired contractors. The types of records will depend on how you choose to present your induction and training. Records could include a copy of the induction test and acknowledgement form for each onhired contractor.

What to expect from the host employer

- The host employer's legal responsibilities
- The host employer induction
- What to do if the host employer doesn't do an induction
- What to do if the host employer wants to change the job

What we expect from you

- Your legal responsibilities
- General day-to-day requirements (e.g. presentation, work hours)

Safety guidelines check list !

- Overview of OH&S laws
- Working at heights and protection
- Emergency and first aid
- Power tools
- Good housekeeping
- Machinery safety
- Manual handling and lifting
- Vehicle and forklift safety
- Office ergonomics
- Electrical safety
- Protective equipment
- Confined spaces
- Eye protection
- Hazardous substances
- Hand protection Working in heat
- Hearing protection
- Dangerous goods
- Slips, trips and fall
- The elements (skin cancer, etc)