

SAFE Form D - SDC Safety Induction Record

Company/Individual being inducted:			
		Date	
SDC Supervisor:		Person Doing Induction:	
Contractor and Visitor Site Induction (SDC Operated Site)			
<input type="checkbox"/> Sign in/out	<input type="checkbox"/> Wear Visitor Badge	<input type="checkbox"/> Evacuation and Assembly	<input type="checkbox"/> Report Hazards / Advise of Hazards
<input type="checkbox"/> Report ALL Acc/Inc	<input type="checkbox"/> PPE Required	<input type="checkbox"/> Drug and Alcohol	<input type="checkbox"/> Restricted Work
List Hazards Brought to Site:			
Special Instructions			
Contractor – “Approved” Contractor Application Checklist- Include above Induction			
Select status using SAFE Form A (Risk matrix)			
<input type="checkbox"/> Primary			
<input type="checkbox"/> SAFE Form B (Contractor Application)	<input type="checkbox"/> SAFE Form C (H&S Agreement)	<input type="checkbox"/> “General” Hazard Reg	<input type="checkbox"/> H&S Plan Compulsory
<input type="checkbox"/> Secondary			
<input type="checkbox"/> SAFE Form B (Contractor Application)	<input type="checkbox"/> SAFE Form C (H&S Agreement)	<input type="checkbox"/> “General” Hazard Reg	<input type="checkbox"/> Yes - H&S Plan <input type="checkbox"/> No - H&S Plan
<input type="checkbox"/> Ancillary			
<input type="checkbox"/> SAFE Form C (H&S Agreement)	<input type="checkbox"/> General” Hazard Reg		
<input type="checkbox"/> Issued Contractors’ Information Booklet			
<input type="checkbox"/> Circle Other Area Specific Hazard Registers Provided: Office, Libraries, Halls, Housing - Outdoor Services - Gravel Pits - Toilets and Cleaning - Recycling and Refuse			SDC Contract Sup Initial
SDC Staff – HR Health and Safety Induction (New Staff)			
<input type="checkbox"/> Emergency & Alarms	<input type="checkbox"/> Evacuation & Assembly	<input type="checkbox"/> First Aid/First Aid Kits	<input type="checkbox"/> Acc/Inc Reporting
<input type="checkbox"/> Drug and Alcohol	<input type="checkbox"/> Discomfort	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> General Haz Register	<input type="checkbox"/> HASNO / MSDS	<input type="checkbox"/> Vehicle use/ Licensing	<input type="checkbox"/> Report Hazards/ Hazard ID
<input type="checkbox"/> H&S Reps/Committee	<input type="checkbox"/> Restricted Work	<input type="checkbox"/> Visitor Contractor Engagement	<input type="checkbox"/> PPE/Job Specific
<input type="checkbox"/> Circle Other Area Specific Hazard Registers Provided: Office, Libraries, Halls, Housing - Outdoor Services - Gravel Pits - Toilets and Cleaning - Recycling and Refuse			
SIGN OFF: I hereby acknowledge that I understand and have been taken through the above induction			
(SDC Representative)		(Contractor, Visitor or New Staff member)	
HR Admin: All Info Present - Yes/No, Date Entered			Initial

Guidelines/Definitions

Visitor and Contractor

- Sign In/Out = All visitors to SDC controlled sites must sign in and out. Note that some SDC sites are controlled by Independent Contractors and they may have their own requirements.
- Visitor Badge = Individuals must be identified as visitors.
- Evacuation and Assembly = Explain the site evacuation procedure, alarm types and where to meet (refer R/13/4/5009 Emergency Planning and Readiness Procedures).
- Report Hazards/Advise of Hazards = All visitors have an obligation to report any hazards they identify to their SDC Supervisor. Equally they are required to advise SDC of any Hazards they may bring onto your sites. This may require follow up actions, such as wider communication to staff of these introduced hazards. (refer HS09 And HS03).
- Report all Acc/Inc = This includes "Near Misses". Where anyone is hurt (no matter how minor), where anything is broken or where something bad is narrowly avoided, this must be reported and recorded to allow follow up and preventative actions to occur (Refer HS10).
- PPE Required = Personal Protective Equipment.
- Drugs and Alcohol = Advise that working under the influence of drugs or alcohol is not permitted and that alcohol is only allowed to be consumed on site at authorised social events.
- Restricted Work = Includes work at height, confined space entry, hot work.
- List Hazards Brought to Site = As per above list any hazards you are advised of that the contractor is bringing onto site.
- Special Instructions = This section is to provide detail and record any special instructions given to a contractor or supervisor in regards to a hazard they may encounter. For example a non-routine event may be taking place that creates a temporary hazard that doesn't ordinarily exist.

Contractor

- Refer "Contractor Information Booklet".
- This section is to check off the signed completion of the required forms for each level of contractor status.
- All contractors must be given the "General Hazard Register" plus any others that are relative to the work they are to complete.

Staff

- Emergency Response = What to do if you discover a fire and how to activate the alarms, procedure and assembly points, any warden duties, and how "All Clear" instructions are given. Also include detail on other types of emergencies like earthquakes floods armed hold ups etc. Refer R/11/4/5090 Staff Handbook section 3. Include any detail of front desk panic/security alarms and any other audible alarms e.g. safe alarms (like in document storage).
- Evacuation and Assembly = As per above. Ensure new staff know how to leave the building and where to assemble. Refer R/13/4/5009 Emergency Planning and Readiness Procedures.
- First Aid/First Aid Kits = Advise who their closet first aider is , where the list of first aiders is displayed and the whereabouts of the first aid kits.
- Accident/ Incident Reporting = All accidents (Harm), Incidents (Broken plant/equipment) and near misses (where no one was hurt or nothing broken but it was lucky) must be reported immediately on the day it happened and a record made using the appropriate form (Refer HS03 And HS10).
- Drug and Alcohol = Advise that working under the influence of drugs or alcohol is not permitted and that alcohol is only allowed to be consumed on site at authorised social events. (refer Refer R/11/4/5090 Staff Handbook section 3).
- Discomfort = Any pain or discomfort caused by work activities should be reported as soon as they are noticed. This allows the council the opportunity to provide any assistance that may prevent the symptoms getting worse (refer HR Refer R/11/4/5090 Staff Handbook section 3).

- Fatigue = Explain that the Council has a fatigue policy and where an individual considers they are at risk or are putting others at risk from being tired/fatigued e.g. driving after extended working days, that there are systems in place for Council provided accommodation/rest breaks and so on to manage the potential risks for those suffering fatigue (refer HR ?????).
- Rehabilitation = Explain that if someone injures themselves that the council wherever possible will look to participate in any appropriate rehabilitation options. This includes both work and non-work accidents.
- General Hazard Register = Ensure the staff member has read and understood the “General Hazard Register”. Sign off when completed.
- HASNO / MSDS = Explain the correct procedures for any hazardous substances the employees may be exposed to and where to gain access to the Material Safety Data Sheets for any chemicals used by SDC.
- Vehicle Use/Licensing = Advise that the Council has a comprehensive vehicle policy and that all vehicles need to be maintained and used appropriately for their purpose. To operate any council vehicle or any vehicle (includes cars, lifting gear, scissor lifts, roading equipment etc) on a council site or performing council work, the operator must have the applicable licences and operating certificates/authorisations to do so. Advise staff to check specific fuelling and operational functions of the different vehicles before driving them Make staff aware of crash kits and insurance details contained in each vehicle. (refer HR Refer R/11/4/5090 Staff Handbook section 7).
- Report Hazards/Hazard ID = Advise that any hazards discovered must be reported and how to go about completing a Hazard ID form (refer r/13/5/6643 Health and Safety Booklet).
- H&S Reps/ Committee = Explain how the H&S Committee works, who is on it and the roles of the Reps. Advise the employee who their rep is and how often the committee meets.
- PPE = Advise of any Personal Protective Equipment staff are required to wear on site or in the field. Ensure they have what is necessary and explain how to replace it if it is worn out or lost. Refer to PPE policy.
- Visitor/Contractor Engagement = Outline the process necessary to engage contractors and visitors onto a SDC site. Explain that there are three categories of Contractors based on potential risk “Primary, Secondary and Ancillary” and that each has their own criteria to meet in order to perform work for the Council. (Refer R/14/9/13344 Contractor H&S Information Booklet).
- Restricted Work = This includes working at heights, confined space, hot work and notifiable work.
- Other Hazard Registers = Ensure the staff member is given and has read and understood any other relevant hazard registers that are applicable for their work. All staff will require more than just the General Hazard Register (as above). Get signed acknowledgement of the ones provided.