

# Worker (including volunteer staff) Induction

## Overview

Good induction processes and ongoing training are critical to keep workers safe as well as to understand the job and perform well. Induction into the Club's health and safety plan is critical. Induction of Board members is also required.

## Induction Training Health and safety:

The following health and safety topics should be covered during induction training:

- Emergency procedures
- Injury and incident reporting.
- Hazard Management
- Worker and Club responsibilities.
- Actively involve workers in Health & Safety
- Who does what in our H&S system?
- What to do if anyone is injured.
- Worker and Club responsibilities for rehabilitation.
- Use and maintenance of health & safety equipment.

## Employee Induction / Training Record

Employee's Name: \_\_\_\_\_

Started on: \_\_\_\_\_

I N D U C T I O N			
	Date Induction Completed	Trainee Signed	Trainer Signed
Introduction			
Safety Rules			
Hazards and Hazard Reporting			
Emergency Procedures			
Accident and Incident Reporting and Recording			

T R A I N I N G						
Under Training				Fully Competent		
	Date	Trainee Signed	Trainer Signed	Date	Trainee Signed	Trainer Signed
Tractors						
Mowers						
All Terrain Vehicles (ATV's)						
Chemicals						
Power Tools						
Chainsaw						

## **UNDER TRAINING**

**means:** Received instruction on safety rules and hazards including safe operating procedures & practices. Must work under supervision.

## **FULLY COMPETENT**

**means:** Fully trained and able to operate unsupervised.

### Seven steps for training

Workers are adequately trained when they know:

- How to do the job
- What the key steps are
- What dangers they face with the activity, machinery or process
- How to avoid these dangers and keep others safe as well.

A good training and supervision process will include these 7 steps:

#### **1. Explain the activity, machinery or process:**

- How it works.
- Dangers and how to avoid them.
- The need to replace damaged safety equipment.
- How to stop and start machines.
- How to check and adjust before starting or using equipment.
- Location and operation of other controls.
- Purpose of guards and safety devices.
- The correct use and adjustment of guards.
- Correct work methods to be used.
- Limitations of the machine.
- Emergency procedures.

#### **2. Demonstrate**

Slowly and clearly demonstrate in logical sequence all points listed above, while carrying out the activities/operating machinery.

#### **3. Get the worker to explain**

Ask the worker to explain back to you all the points covered in your explanation in Step 1 until you're satisfied they have understood your instructions.

#### **4. Let them try**

Let them run through the operation slowly, step by step, and explain what they're doing as they go until you are satisfied that they understand any dangers, the precautions they must observe, and they are comfortable with the operation. Don't leave them on their own until you are satisfied that they are sure of what they are doing and fully understand your instructions.

## **5. Follow up**

Check periodically that they are not in difficulty, have not found unsafe short-cuts or become careless and over-confident. If you know of any dangerous short-cuts that others have used, expressly point these out. For example, "Don't ever be tempted to change the blades without first isolating the power supply. I don't want you just to switch off the machine. I want you to pull out the plug as well before you put your hands anywhere near the blades."

## **6. Job instructions**

Give the worker clear printed job instructions and checklists to follow.

## **7. Remind them they need to self-manage their own health and safety**

Finish off the instruction with a reminder that the employee