



Operate Safe Company - Induction Form / Checklist

Name of Employee

Name of Company

This induction form is for company use to check that new and existing employees have been inducted to the minimum health and safety requirements of Operate Safe's industry self regulation.

The health and safety induction process is to be performed by a competent and authorised person using existing company induction processes. The company induction must cover the following compulsory elements, but should also cover other listed task elements if they are directly applicable to the company's or employee's work. (Some companies will have additional induction material to that offered in this document)

Induction is to be performed on employee commencement, and prior to the employee being sent on a work site.

This induction form and checklist may be filed in company record systems to provide evidence to internal and external self regulation auditors that an employee has been inducted to the minimum health and safety requirements of Operate Safe's self regulation.

Minimum compulsory induction elements to be outlined to the employee on commencement.	Verification
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Compulsory	Tick Box
The employer is to explain to the employee, and the employee is to understand:	
1. Specific company obligations with respect to the Health and Safety in Employment Act 1992 and any subsequent amendments thereto.	
2. General methods and systems to identify, remove, isolate and mitigate hazards.	
3. Company goals and objectives with respect to health and safety.	
4. All hazards that they may be exposed to while carrying out their work.	
5. The employee is not to create a hazard for fellow workers and oneself.	
6. Not to work under the influence of drugs and or alcohol.	
7. Methods of reporting all accidents and near misses.	
8. The employee is not to perform unsafe acts.	
9. Site procedures regarding the location and working within underground and above ground utilities.	
10. The employer is to explain and the employee is to understand company policies on: <ul style="list-style-type: none"> <input type="checkbox"/> Smoking <input type="checkbox"/> Person protective equipment and clothing <input type="checkbox"/> Refusal to work (Due to hazards) 	
11. Health and safety issues relating to sun exposure and company policies on same.	
12. Main accident areas within the company, and industry i.e. back, falls, crushing, fire and their methods of control	
13. Where Codes of Practice are held for relevant company activities i.e. Bitumen, Underground Excavation and Plant Operation etc	

The following induction elements are not compulsory but should be undertaken if directly applicable to the company's or employee's work. (Some companies will have additional induction material to that offered in these additional sections)

Traffic Management	
1. Understand roadwork procedures and obligations	
2. The use of and purpose for traffic management plans	

Equipment and Plant	
1. Policy on equipment use (Do not use unsafe equipment)	
2. Proper equipment maintenance and operation. (Check the machine before use)	
3. Use of and reasons for protective equipment and apparatus when operating plant or equipment	
4. Staff are not to operate plant without the appropriate licence(s) or training	
5. How to transport, load and unload plant and equipment safely.	
6. How to keep plant and equipment safe when stationary or moving.	

Bitumen	
1. Hazards when working with or in the vicinity of bitumen tankers	
2. Where bitumen fire fighting equipment is held. (Tankers)	
3. How to fight bitumen fires	
4. Procedure for bitumen burns	
5. The use of bitumen safety equipment (protective clothing)	
6. The procedure for bitumen spillages	
7. The safety requirements for entering bitumen tankers	

Excavation	
1. Procedures for locating services, and performing underground excavations.	

Chemical Section	
1. The hazards and control methods in relation to hazardous chemicals used on site: range may include, but not be limited to: Range : Kerosene, Petrol, Weed Spraying, Paints, Surface Coatings	

This section is to be completed by the person performing the induction and signed by the employee being inducted. As the employee is inducted in non compulsory sections the table should be updated and kept as a quality audit record to demonstrate that induction has taken place.

Signature of person performing induction	Signature of person being inducted	Date induction completed	Section(s) inducted
			Compulsory
			Traffic management
			Equipment and plant
			Pavement and bitumen
			Excavations
			Chemicals