# 7.0 INDUCTION TRAINING AND SUPERVISION

## 7.1 Pre-Employment Assessment

The Responsible Person shall assess prospective employees prior to employment. Prospective employees will complete a job application form and undergo pre-employment health checks for the following conditions:

* Colour blindness
* Epilepsy
* Back pain
* Occupational Overuse Syndrome
* Hearing deficiencies
* Respiratory problems
* Painters – exposure to Isocyanates

## 7.2 Induction Training

The Responsible Person or delegated person shall provide training for new employees and complete the ‘Staff Induction Checklist’. Upon signing the checklist, the employee acknowledges they have read and understood the induction information.

Induction training shall consist of:

* Emergency procedures
* Accident reporting
* Knowledge of hazards and hazard identification process
* Employee and employer responsibilities
* Employee participation
* Personal Protective Equipment

On completion of the induction, a buddy system may be put in place to ‘buddy’ the new employee by assisting in familiarising them with the company’s systems and clients. Generally the buddy assignment will last for the first week so as to ensure the new employee is familiar with the basic operation of the business, emergency equipment and procedures and location of equipment and amenities.

***Action:*** *Ensure all new staff undergo an induction process and their competencies are assessed.*

## 7.3 Health and Safety Employee Handbook

New staff shall be issued with a copy of the Health and Safety Employee Handbook as part of their induction.  The handbook includes a short questionnaire covering safety equipment and procedures.  The employee shall be tasked to complete and return the questionnaire within 48 hours.  The completed questionnaire once checked and corrected (if necessary), shall be filed with the employees employment records.

## 7.4 Employee Competency Training

Employees shall be trained to ensure they have adequate knowledge to carry out their job safely and correctly. The Responsible Person shall retain records of training given to employees in the office (eg. induction training, training certificates / qualifications, etc.).

The Responsible Person, or suitably trained employees shall provide training for the following tasks:

* Safe operation and adjustment of equipment
* Correct work methods and site operations
* Specific health and safety training relevant to specific hazards

The need for formal health and safety training (eg. professional health and safety training courses held off-site) will be assessed by the Responsible Person and carried out if required.

## 7.5 Training Content

Refer to ‘Training Requirements’ document for more information, this can be found on the H&S website under ‘Guidance Documents’.

## 7.6 Trainer Selection

Personnel selected as Health and Safety and / or on-the-job Supervisors of new employees shall display:

* Competency at the task
* Experience, skill and knowledge
* Maturity
* Ability to relate to staff

Competent means – ‘A person can be depended upon to use a tool or complete a process in a consistent and safe manner’.