

CONTRACTOR INDUCTION

THREE

Name:		Commencement Date:	
Contractor Description:			

Section 1: Qualifications and Industry Experience (Include First Aid Certificate, industry Qualifications and other relevant experience / qualifications)

	Issued By	Date

Section 2: induction / Internal Training

STABLE ORIENTATION

Y N

Taken on a tour of the stables and surrounding facilities and shown all areas you may be required to visit.		
Alerted to all known and potential hazards related to the stables and the work they will be performing.		
Inducted into training centre and its rules and regulations (if required).		

EMERGENCY PROCEDURES - Medical

Y N

Shown location of first aid kit and names of first aid qualified employees.		
Shown location of emergency contact numbers.		

EMERGENCY PROCEDURES - Fire / Chemical

Y N

Shown location of fire extinguishers and hoses.		
Emergency plan explained and evacuation assembly areas identified.		

GENERAL INFORMATION

Y N

Explained who the employee is to take instruction from and be responsible to.		
Site Health and Safety representative identified (if applicable)		
Explained how to report all incidents, accidents and near misses to supervisor/employer.		
Including unsafe behaviour and/or colleagues affected by drugs or alcohol to be reported to supervisor.		
Explained the site's alcohol and drug policy.		
Explained the site's bullying and harassment policy.		
Explained procedure for chemical use and location of Material Safety Data Sheets.		
Shown where staff amenities are located - lunch room, toilets, notice boards and other relevant facilities.		
Expected starting and finishing times, tea breaks etc.		
Disclosure of any medical condition or pre-existing injury that may impact on ability to perform assigned role.		

OTHER REQUIREMENTS OR HAZARDS SPECIFIC TO THIS FACILITY

It is important that both the trainer and the staff member sign off to indicate that both are satisfied with the level of the staff member's skills prior to commencement of employment.

Trainer Full Name

Trainer Signature

Date

Staff Full Name

Staff Signature

Date