|  |  |
| --- | --- |
|  |  **Worker Induction Record**  |
| **PFNZ\_SMS\_03.01** |  **Safety Management System**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee name:**  |  | **Date of birth:** |  |
| **Address:** |  | **IRD number:** |  |
| **Email address:** |  | **Contact phone:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position title:** |  | **Employment start date:** |  |
| **Employment type** (circle): | *Full-time / Part-time / Casual / Contractor* | **Induction date:** |  |
| **Emergency contact:** | *Name / Phone number* | **Reports to:** |  |

|  |  |
| --- | --- |
| **Description** | ✓ / NA  |
| Description of business / crew / main actives / key clients  |  |
| Job description / role expectations explained / discussed |  |
| Hours of work / fatigue management rules / leave process discussed |  |
| Payroll process explained / discussed |  |
| Company policies explained / discussed |  |
| Main operational hazards explained / discussed |  |
| Location of first aid kits, fire extinguishers, spill kits etc. shown / discussed |  |
| Risk register explained & discussed |  |
| Pre-start hazard identification process explained / discussed |  |
| A, I, Nm reporting requirements & process explained / discussed |  |
| Emergency response protocols explained / discussed |  |
| Plant and equipment use explained / discussed  |  |
| Plant and equipment inspection process explained / discussed |  |
| Plant & equipment refuelling process explained / discussed |  |
| General PPE use, maintenance & replacement explained / discussed |  |
| Specialist safety equipment use & maintenance explained / discussed |  |
| General tool & equipment use & maintenance explained / discussed |  |
| Personally issued tool & equipment use & maintenance explained / discussed |  |
| Tour of depot / introduction to crew  |  |

|  |
| --- |
| **Notes:** |

|  |
| --- |
| **Worker Induction Administration** |

|  |
| --- |
| **Banking** |
| Bank account name:  |  | *Sighted: initial* |
| Bank account number: |  |
| Kiwisaver contributions:  | Yes / No | 3% | 4% | 8% | Other % | Contribution holiday |

|  |
| --- |
| **Driver Licencing** |
| Driver licence number:  | *Sighted: initial* |
| Classes held: |
| Expiry date: |

|  |
| --- |
| **Qualifications** |
| Copy of CV / ROA etc. on file | *Sighted: initial* |

|  |
| --- |
| **PPE & Clothing Issue** |
| **Item**  | **Type**  | **Size** | **Quantity** | **Employee initial received** |
| Safety helmet |  |  |  |  |
| Hearing protection |  |  |  |  |
| Eye protection |  |  |  |  |
| Safety boots |  |  |  |  |
| Gloves |  |  |  |  |
| Hi-viz vest |  |  |  |  |
| Overalls |  |  |  |  |
| Rain coat / leggings |  |  |  |  |
| Shirts |  |  |  |  |
| Fleece |  |  |  |  |
| *Other* |  |  |  |  |
| *Other* |  |  |  |  |
| *Other* |  |  |  |  |

|  |
| --- |
| **Employee confirmation** |
| *I confirm I have participated in the above induction process and understand the scope & requirements of my role.*  |
| Name:  | Signed:  | Date:  |

|  |
| --- |
| **Induction provided by:** |
| Name:  | Signed:  | Date:  |

**DISCLAIMER:**

The information provided in this document is intended as a general guide or template. Modification or the incorporation of additional material may be required to accurately reflect the recipients' operational systems and methods.  Predator Free New Zealand Trust takes no liability for workplace health and safety as a result of utilising or adopting this material.