

## ATTACHMENT 103

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### JOB START AND OHS INDUCTION CHECKLIST FOR (ROUTINE TASK – LABOUR HIRE PERSONNEL) CONTRACTOR

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The two checklists on the following pages are taken from the WorkSafe Victoria publication *Safety Management Systems: Guide for Labour Hire Agencies* (3rd edition, June 2006).

It is recommended that the employer also consider whether this contractor will be permitted to work outside of the service's normal operating hours. If this is permitted then the labour hire agency must authorise such instances and all four parties (the employer, relevant employee representatives, the labour hire agency, and the labour-hire personnel) must be consulted. Agreed risk controls must be implemented to reduce risk of harm to people. The 'Other' section in the checklist below can be used for this purpose.

A copy of the completed checklist should be given to the labour hire/agency worker, a copy provided to the labour hire principal/management contact and the original kept on file by the employer.

# HOST EMPLOYER INDUCTION CHECKLIST



## Who uses this form?

The host employer.

## Purpose?

To ensure that the new worker is thoroughly inducted to the host employer's workplace.

## What should happen?

The host employer keeps the original and a copy is to be given to the labour-hire agency, to be kept in a file with the host employer's name on it.

Worker name:

Commencement date:

Position / job:

Agency:

Host employer  
manager / supervisor:

## GENERAL INDUCTION

Introduction		Health and Safety	
	Nature and structure of organisation and job		Occupational health and safety policy and procedures
	Job description and responsibilities		Drugs and alcohol
	Work times and meal breaks		Emergency / evacuation procedure
	Out of hours enquiries and emergencies		First aid – location and procedure
	Change room and facilities / toilets		Roles and responsibilities for safety
	Phone calls / mobile phone rules		Information on hazards and controls in the workplace
	Overtime arrangements		Hazard and incident reporting procedures, including location of forms that need to be completed
Meet key people			
	Health and safety representatives		Consultation procedures
	Supervisor		How to correctly use and store protective equipment
	Co-workers	Job Specific	
Workplace related information			
	Quality management procedures		On-the-job training in safe work procedures (how to do this job)
	Environmental management procedures		Advice on specific job-related hazards and methods of control
	Sexual harassment / bullying policies		
	Car parking		Supervise and test understanding
	Personal security (storing belongings etc)	Review (within one week)	
Other			Review worker practices for performing work
			Ask questions of worker to ensure recollection of information you've provided.

Conducted by (print Name):

Signature:

Worker:

Date:

Signature:

# JOB AND TRAINING RECORD



**Who uses this form?**

The host employer.

**Purpose?**

To record details of the agency worker's job, any changes to the job and subsequent training provided.

**What should happen?**

Every time the job changes (different from that for which the workers were initially engaged), the host employer should record the details on this form and provide to the labour hire agency immediately. Keep this original on file.

NO:	JOB AND BRIEF DESCRIPTION OF THE WORK	THOSE CONSULTED	DATE WORKER BEGAN THIS WORK	LEVEL OF TRAINING PROVIDED		LEVEL OF SUPERVISION PROVIDED		SUPERVISOR'S SIGNATURE
				SHOW AND TELL	COMPETENCY BASED	CONSTANT	MINIMAL	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Any time the agency worker's job changes from the original placement the host employer needs to provide information, instruction, training and supervision, which can be recorded on this document, which can be kept on file at the host employer's and noted / copied by the agency during the workplace visits.