

Induction Form

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|------|-----------------------------------|---------------------|------------|--------------|
| Name | | Site | | |
| Role | | Start date | | |
| | | | | |
| ✓ | Activity | Responsibility | Staff sign | Manager sign |
| | Induction presentation | Head Cleaner | | |
| | Sign Position Description | Head Cleaner | | |
| | Cleaning Manual | Cleaning Supervisor | | |
| | Emergency procedures for the site | Cleaning Supervisor | | |
| | SWMS | Cleaning Supervisor | | |
| | Site Inspections | Cleaning Supervisor | | |
| | Environmental aspects | Cleaning Supervisor | | |
| | Opportunity for Improvement | Cleaning Supervisor | | |
| | Toolbox meetings | Cleaning Supervisor | | |
| | Injury Procedure | Cleaning Supervisor | | |
| | Injury and Hazard Form | Cleaning Supervisor | | |

I, acknowledge that the induction has been completed and provided me with the resources I need to complete my work and where to find further information and support if needed.

I have read, acknowledged, and am committed to observing the following processes;

- Management system policies
- Objectives for the management system
- OCAR Process review
- nonconformance process how to raise and authorities to pause processes.
- Significant aspects and impacts
- Incident and hazard identification, awareness raising and management
- Authority to stop work if staff consider there to be imminent and serious danger to their life or health.

Name: _____

Signed: _____

Date: _____