



## TEMPORARY STAFF INDUCTION

At Davis Recruitment, we are committed to ensuring the health, safety and welfare of our employees whilst on any of our clients' sites.

### WORKPLACE HEALTH AND SAFETY ON TEMPORARY ASSIGNMENT

There are **two** forms we request you use in monitoring your health and safety in your place of work.

#### 1. Office Safety Induction Form

It is important that on the commencement of any new assignment, each temporary staff member is to complete the Davis Recruitment Office Safety Induction Checklist within their first day of arrival at the client company.

#### 2. Hazard Identification Form

If you identify a hazard, it is your responsibility to notify us. Please complete the attached Hazard Identification Form to notify Davis Recruitment of any potential or existing hazards.

<b>Employee Name</b>		<b>Consultant Name</b>	
<b>Employee Signature</b>		<b>Consultant Signature</b>	
<b>Date</b>		<b>Date</b>	

## OFFICE SAFETY INDUCTION FORM

This form is to be completed by the Temporary Staff Member on their first day of arrival at a clients' site. The Temporary Staff Member is responsible for returning the completed form via fax (07 3394 8343) within 48 hours of commencing an assignment.

<b>Client</b>		<b>Date Completed</b>	
<b>Client Address</b>		<b>Employee Name</b>	
<b>Department</b>		<b>Employee Position</b>	
<b>Client Contact</b>		<b>Employee Signature</b>	

Item	Actioned (please tick)
Given a tour of the premises	<input type="checkbox"/>
Shown staff facilities e.g. toilets, tea room, lockers.	<input type="checkbox"/>
Shown the location of fire exits?	<input type="checkbox"/>
Shown the evacuation procedures/meeting points?	<input type="checkbox"/>
Shown the location of first aid kit and first aid officer identified (if applicable)	<input type="checkbox"/>
Shown location of fire extinguishers/hoses/blankets?	<input type="checkbox"/>
Told about security regulations and procedures on site?	<input type="checkbox"/>
Do you require security access to the workplace?	<input type="checkbox"/>
Do you require keys to the premises? If so, will a Key Register be signed at the client's site?	<input type="checkbox"/>
Made aware of known safety hazards and control measures (if applicable)	<input type="checkbox"/>
Have you been shown the safety procedures for equipment to be used?	<input type="checkbox"/>
Are work areas lit?	<input type="checkbox"/>
Is electrical equipment in good condition?	<input type="checkbox"/>
Are all power points, light fittings, switches in a safe place and free from obvious defects?	<input type="checkbox"/>
Is your desk at a comfortable height? (refer to workstation set-up)	<input type="checkbox"/>
Are chair backs and seat heights adjustable?	<input type="checkbox"/>
Is the workspace adequate to enable ease of movement?	<input type="checkbox"/>
Are work items that are used regularly within easy reach?	<input type="checkbox"/>
Are floor surfaces free of water, oils and other fluids?	<input type="checkbox"/>
Are floor services even?	<input type="checkbox"/>

### Who to contact in the event of absence / illness?

<b>Primary Contact</b>		<b>Secondary Contact</b>	
<b>Client Contact</b>		<b>Client Contact</b>	
<b>Phone:</b>		<b>Phone:</b>	
<b>After hours contact:</b>		<b>After hours contact:</b>	

I hereby confirm that I have been inducted onto this site and understand and agree to comply with all applicable safety regulations and directions.

<b>Employee</b>		<b>Personal conducting induction</b>	
<b>Employee Name</b>		<b>Name</b>	
<b>Employee Signature</b>		<b>Signature</b>	

## HAZARD IDENTIFICATION FORM

<b>Client</b>		<b>Date Completed</b>	
<b>Client Address</b>		<b>Employee Name</b>	
<b>Department</b>		<b>Employee Position</b>	
<b>Client Contact</b>		<b>Employee Signature</b>	

<b>Location of Hazard</b>
<b>Description of Hazard</b>
<b>Photo or Drawing</b>
<b>What immediate corrected action have you completed?</b>
<b>Signed:</b> _____ <b>Date:</b> / /
<b>OFFICE USE ONLY</b>
<b>Action completed?</b>
<b>Signed:</b> _____ <b>Date:</b> / /

Please email your completed and approved timesheet to Juanita Kaminski at [Juanita.kaminski@davisrecruitment.com.au](mailto:Juanita.kaminski@davisrecruitment.com.au)