**Employee Induction Form**

The Exercise Facility recognises that its employees are its greatest asset. As a result, we are committed to providing a safe and healthy workplace for all employees as well as our customers, visitors and contractors. Every new employee of this Fitness Facility will complete a comprehensive Health and Safety Induction on their first day of employment.

**Management's Commitments and Responsibilities to Health & Safety include:**

We are committed to providing a safe and healthy workplace for all employees. We will

* Take all practicable steps to ensure the safety of employees and others.
* Provide a safe place of work, safe plant and equipment
* Ensure that staff are trained and supported to use and champion safe work methods at all times.
* Systematically identify and manage hazards within the workplace.
* Support the process of injury management and rehabilitation within the workplace

**Employees' Responsibilities**

* Work in a healthy and safe manner that ensures that no action or inaction by you causes harm to yourself or any other person.
* Report immediately any unsafe work condition, hazard, accident or incident to your manager.
* Wear personal protective equipment provided where appropriate and where directed.
* Actively participating in, supporting and promoting health and safety in the workplace.

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| **Induction Component** | **Discussion Points** | **Employee Initials** |
| **Policy** | I have viewed the Health and Safety Policy and know where to locate it. |  |
| **Management Responsibilities** | I understand my employer’s health and safety responsibilities and will ask my manager if I have queries. |  |
| **Employee Responsibilities** | * I understand my health and safety responsibilities and will ask my manager if I have queries.
* I understand if I have concerns about the safety of myself or others, I must bring them to the attention of my manager.
* I understand I have the right to refuse to undertake unsafe work.
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| **Hazard Management** | I know:* Where the hazard register is kept
* To report hazards to my manager
* How to identify hazards has been explained to me

Hazards (and controls) in this workplace and associated with my job are:*
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| **Emergency Procedures** | We have discussed the emergency procedures for:* Fire
* Earthquake
* Medical Emergency

I know:* How to raise the alarm
* What the evacuation procedure is
* Where the assembly point is
* Where the emergency exits are
* Where the fire extinguishers and first aid kits are
* Who the Fire Wardens and First Aiders are for my work site
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| **Reporting** | I know how to report:* Injuries
* Near accidents
* Hazards
* Early Signs of Discomfort
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| **Injury Management** | I know:* The Exercise Facility will support me through injury management and rehabilitation processes should I suffer work related illness or injury.
* To tell my Manager about recommended treatment and provide copies of medical certificates
* Exercise Facility will provide return to work planning including restricted duties and modified work tasks if appropriate
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| **Other HSMS Elements** | I have viewed the Health and Safety System and know where to locate it. I have reviewed the following requirements:* Accident Log
* Incident Reporting Process and my role
* Emergency Procedures
* Hazard and Risk assessment process
* Staff Training
* Managing contractors
* Meeting Industry Standards
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I confirm that I have completed this induction and am confident in my understanding of the material. I am comfortable I have all relevant site information required to keep myself and others safe.

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| **Signed by Employee** |  | Date |  |
| **Name** |  |

I confirm I have inducted this employee and I am confident they understand the material.

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| **Signed by Exercise Facility Inductor** |  | Date |  |
| **Name** |  |