**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. |  |
| **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: |  |
| **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 |  |
| **Reporting** | I know how to report:   * Injuries * Near accidents * Hazards * Early Signs of Discomfort |  |
| **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 |  |
| **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 |  |

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** |  | | |