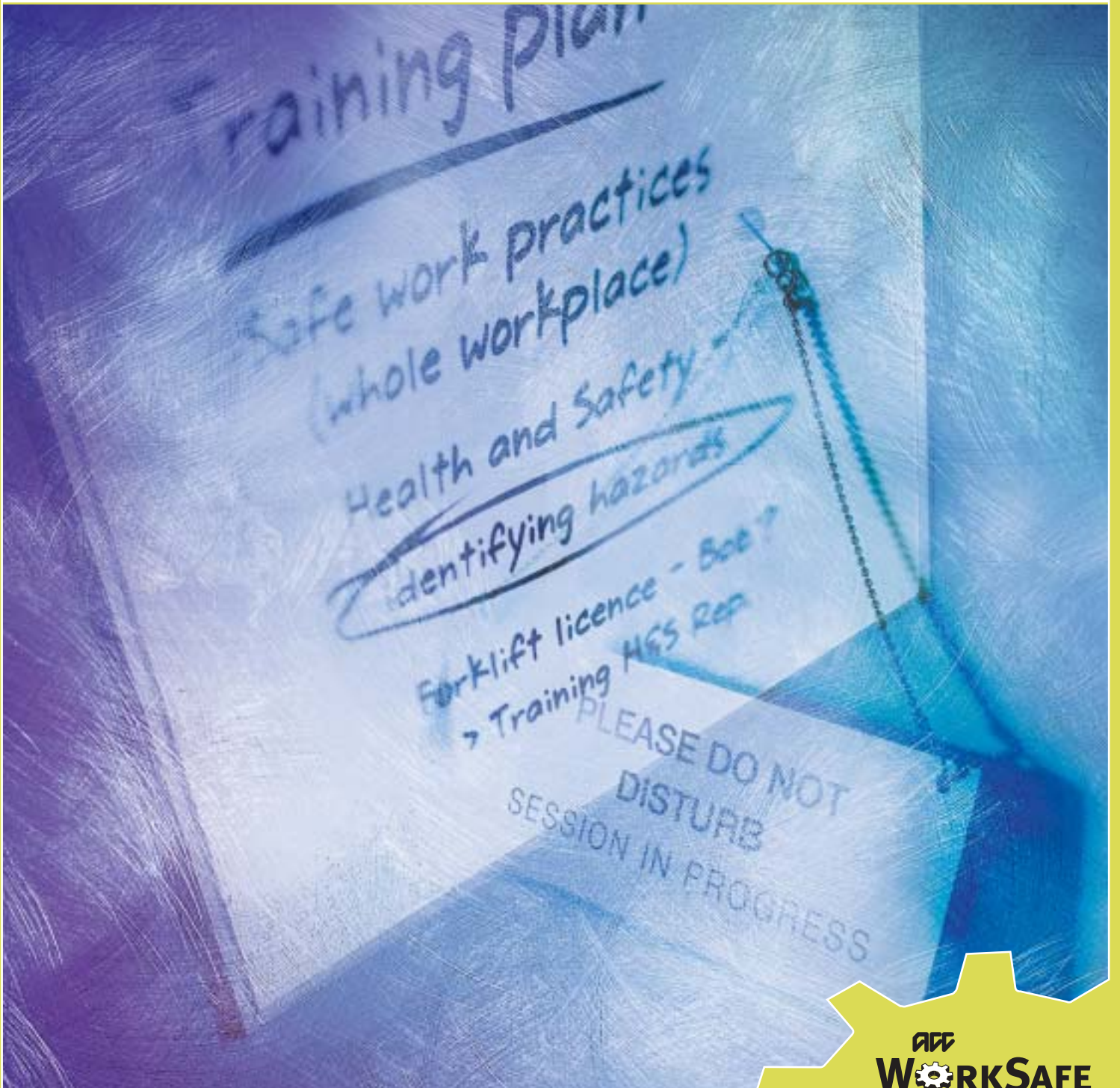




Training and Supervision

FOR SMALL BUSINESS



Training plan

COMPANY NAME

ACB Business

FOR THE YEAR

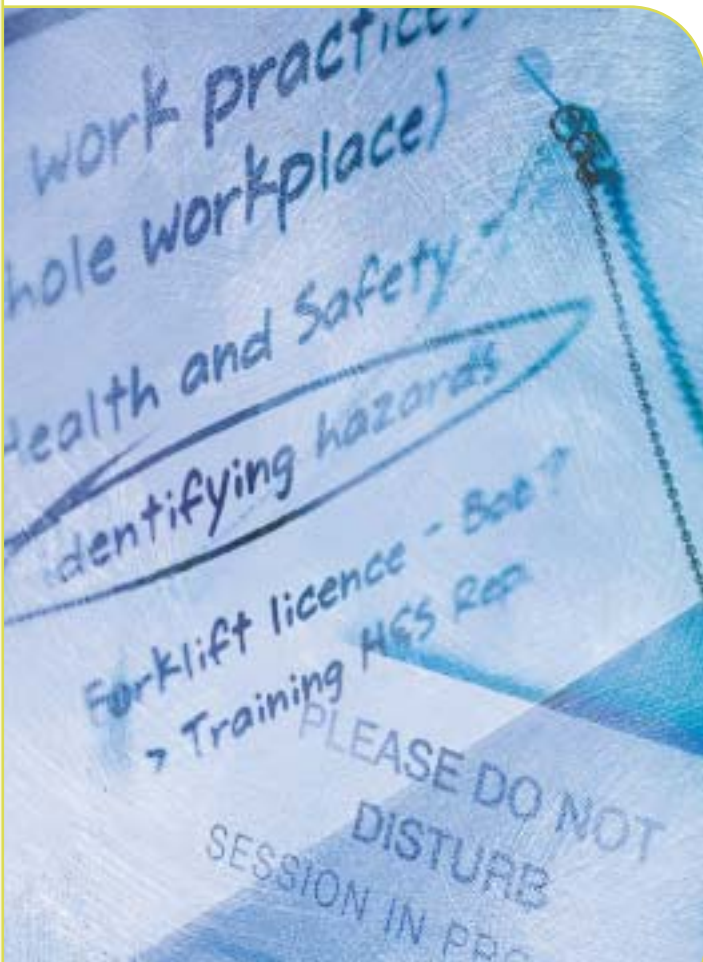
apr 02 – Mar 03

TRAINING TOPIC OR COURSE	NAMES OF STAFF TO ATTEND	DATE (DUE AND COMPLETED)
Safe work practices (Whole workplace)	Bill Quinn, Carol Smith, Kyle Brown, Tony Randall, Leilani Lipa, Joe Osborne	Due September 2002 Completed 6/9/02
Health and safety – identifying hazards and hazard controls in place	Bill Quinn, Carol Smith, Kyle Brown, Tony Randall, Leilani Lipa, Joe Osborne	Due December 2002 Due March 2003
Forklift licence	Bill Quinn	Due January 2003
First aid refresher course	Carol Smith, Tony Randall,	Due March 2003
Safe work practices in the warehouse	Bill Quinn, Tony Randall,	Due October 2002 Completed 20/10/02

Hints for introducing (inducting) new employees into your workplace

Introduce (or induct) new staff to your workplace to help them feel comfortable and be safe and more productive.

- Involve key people in the induction – eg, supervisors, health and safety representatives and other employees.
- Pace the induction so the employee doesn't get too much information at once.
- Show (as well as tell) the employee how to perform work tasks.
- Encourage the employee to ask questions.
- Consider the language, culture and literacy needs of the employee.
- Go over things that may seem common sense to you. You can't assume that prior knowledge, training or experience is enough because your workplace, equipment, tools and work practices may be different.
- Ensure that the new employee is supervised while they perform new tasks, until they demonstrate that they are competent.
- Check that the employee understands what they have been told or shown.
- Follow up with visits, demonstrations and training sessions as needed throughout the employee's first year of work.



Workplace introduction checklist

COMPANY NAME

EMPLOYEE NAME

POSITION / JOB TITLE

EMPLOYMENT START DATE

SUPERVISOR / MANAGER

Workplace introduction

THIS WORKPLACE

I have been shown/introduced to:

- My supervisor/manager
- Other employees
- Key jobs, tasks and responsibilities
- Work area, toilets, eating and drinking facilities
- Where to make phone calls and collect messages

EMPLOYMENT CONDITIONS

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if sick

Health and safety

I have been shown:

- How to do my job safely including the use of guards and other safety equipment
- The safety signs and what they mean
- How to safely use/store and maintain safety equipment
- How to safely use/store and maintain equipment, machinery, tools and hazardous substances

I know:

- My responsibilities as an employee
- Who my health and safety representatives and committee members are
- When the health and safety committee meets
- Where health and safety information is kept

HAZARDS

I know:

- What the hazards are in my workplace
- What the controls are for these hazards
- How to report hazards
- Where records of hazards are kept
- Safe work procedures
- That I will receive the results of personal health monitoring

EMERGENCIES

I am familiar with:

- Where the emergency exits are
- Where the fire extinguishers are
- The evacuation procedure
- Where the first aid kit is
- Who first aiders are (if applicable)
- My assembly area is:

- My emergency wardens are:

INCIDENTS AND INJURIES

I know how to report:

- Injuries
- Near-hits/near misses
- Early signs of discomfort
- Incident/injury forms are kept _____
- I report to _____
- I know reports will be investigated and I will be kept informed of the results

SIGNED BY EMPLOYEE

DATE

SIGNED BY MANAGER

DATE

Record of safety discussions

WORKPLACE NAME		DATE OF DISCUSSION	
PEOPLE PRESENT			

It is a good idea to note down informal and formal workplace health and safety discussions.

COMMENTS AND ISSUES

ACTION	WHO	WHEN	COMPLETED (SIGN & DATE)

Notes



→ Further resources for small business

ACC WorkSafe series for small business

- Improving workplace safety and health
- How to manage hazards
- **Training and supervision**
- Emergencies and incident investigation

visit → www.acc.co.nz/injury-prevention

or call → 0800 THINKSAFE (0800 844 657)

