

# INDUCTION CHECKLIST

**FORM 2**

Employee Name: \_\_\_\_\_ Date of Commencement: \_\_\_\_\_

Position: \_\_\_\_\_

**Employment Type:** (tick appropriate box)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Full time employee      | <input type="checkbox"/> Part time Employee | <input type="checkbox"/> Casual Employee                                  |
| <input type="checkbox"/> Work Experience Student | <input type="checkbox"/> Trainee            | <input type="checkbox"/> Apprentice Jockey <input type="checkbox"/> Other |

## 1. WELCOME NEW EMPLOYEES

Welcome new starter to the Organisation.

Provide copy of and discuss:

- Safety in Horse Establishment document
- Occupational Safety and Health Policy
- RWWA Discrimination and Sexual Harassment Policy

## 2. INTRODUCTION

Provide an overview of the Organisation, including:

- |   |  |
|---|--|
| <input type="checkbox"/> Size                     | <input type="checkbox"/> Number of Horses                  |
| <input type="checkbox"/> Organisational structure | <input type="checkbox"/> Introduce employee to other staff |
| <input type="checkbox"/> Number of Employees      |  |

## 3. PROVIDE INFORMATION ABOUT CONDITIONS OF EMPLOYMENT

- |  |  |
|--|--|
| <input type="checkbox"/> Position description / daily duties                       | <input type="checkbox"/> Remuneration and Superannuation         |
| <input type="checkbox"/> Relationship of job to other jobs within the Organisation | <input type="checkbox"/> Professional image / dress requirements |
| <input type="checkbox"/> Hours of work and rosters                                 | <input type="checkbox"/> Organisational policies                 |
| <input type="checkbox"/> Leave entitlements  | <input type="checkbox"/> Worker's Compensation                   |

#### 4. OCCUPATIONAL SAFETY AND HEALTH OVERVIEW

- Discuss Occupational Safety and Health Policy (emphasise rights and responsibilities)
- Discuss safe work practices and rules
- Demonstrate horse handling, stable / yard cleaning procedures
- Assess new employee skills and experience
- Discuss Manual Handling (refer them to information in Safety in Horse Establishment document)
- General housekeeping

##### ***Fire Safety:***

- Explain and/or demonstrate the fire warning system
- Fire evacuation procedures
- Assembly point for evacuation
- Types and locations of fire extinguishers, and their use
- Smoking policy

##### ***Injury and Incident Reporting:***

- Process for reporting injury, incidents or hazards
- Location of first aid facilities

#### 5. PUT NEW EMPLOYEES AT EASE WITH THEIR NEW ENVIRONMENT

##### ***Conduct stable tour, including:***

- Toilets
- Tea room/canteen
- First aid facilities
- Noticeboards

##### ***Overview of local area:***

- Local shops/facilities
- Public transport

**6. ASSIGN A MENTOR FOR THE FIRST 2 WEEKS:**

- Mentor name \_\_\_\_\_
- \_\_\_\_\_
- Introduce the mentor.

**7. CONFIRMATION OF COMPLETED INDUCTION**

New Employee Name: \_\_\_\_\_

New Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer Name \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Upon completion of the induction, this form must be signed by both parties and if the inductee is a Work Experience, Trainee or Apprentice Jockey a copy must be forwarded to (**within 7 days of commencement**):

The Manager Racing Industry Training  
Racing and Wagering Western Australia  
PO Box 222  
Belmont WA 6984

Or Fax: 9277 0702