

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
training@rwwa.com.au