Procedure:
OHS Induction Procedure

1. **Purpose**
The purpose of this policy is to provide guidelines for OHS Induction in the workplace that provides workers with information to safely perform required duties within Greater Shepparton City Council.

2. **Scope**
All workplaces and worksites including those controlled by contractors engaged by GSCC.

3. **Actions Required**
   - Workers participate in the GSCC organisational induction
   - Workers are inducted into their workplace
   - Contractors are inducted to GSCC OHS requirements and worksites.

4. **Definitions**
   - **My Safety** – Council’s Safety Management System
   - **GSCC** - Greater Shepparton City Council
   - **GSCC RESPONSIBLE OFFICER** - GSCC employee who is responsible, in part or completely for engaging and management of a contractor or other employees
   - **HR** - Human Resources Team
   - **INDUCTION** - Induction is the process of providing employees and others with relevant health and safety and other information to enable them to work safely in their workplace
   - **WORKERS** - Employees, Contractors, Volunteers and any person performing duties.

5. **Responsibility and Authority**
   - **People Performance Team**
     Coordinate and record employee’s induction.

   - **Managers/Team Leaders/Supervisors**
     Ensure new or transferred employees, students, volunteers and contractors complete the required OHS inductions within work areas.

   - **GSCC Responsible Officer**
     Ensure all required OHS inductions takes place prior to works beginning and documented where required.

   - **Workers**
     Participate in the induction process, practice and apply requirements.

   - **Contractors**
     Participate in the induction process, practice and apply requirements.

6. **Procedure**
   - **General Induction**
     All personnel working within or for GSCC must have an Occupational Health and Safety Induction. This includes management, supervisors, office staff, work experience students, trainees, volunteers, consultants and contractors, no matter where they work.

     OHS induction should include information on facilities through to emergency procedures, and the roles of personnel within their workplace.
General OHS Induction
The OHS induction process informs workers on:
- Key aspects of the Occupational Health and Safety Act 2004
- GSCC OHS Policies and Procedures
- Hazard identification
- Key OHS personnel
- Reporting requirements
- Common risks
- Other OHS information and issues.

Workplace Specific Induction
Managers, Team Leaders and Supervisors are required to ensure new or transferred employees, students, visitors and contractors are inducted within work areas and inform workers of site specific information:
- Information on emergency procedures
- Reporting lines in the workplace
- Amenities e.g. Lunch areas, first aid, notice boards etc
- Safe work procedures, operator manuals, material safety data sheets etc
- Personal Protective Equipment required
- Responsible personnel within work groups e.g. First Aid Officer, Health and Safety Representative (HSR), Emergency Wardens and union representative.

The workplace specific induction also identifies any health monitoring or medical requirements such as:
- Hearing monitoring requirements
- Immunisation requirements

Work groups can develop occupational and work site specific induction checklists as long as they meet the minimum requirements of the Induction Checklist - Workplace.

- Refer: M11/163: Induction Checklist- Workplace

Relocated, Secondment and Movement of Workers within GSCC
Workers who for various reasons are relocated from the original area they received an induction or move between different work areas must be inducted and made aware of emergency procedures, wardens, other responsible personnel and information as stated above.
Refer:
M12/34289 Alternative Duties/Location Checklist

Plant and Machinery Hand Over Induction
- Employees accepting a new plant item must be inducted by the Plant Coordinator, using the Plant/vehicle induction checklist and may include input or assistance from
  - Manufacturer representative
  - Other competent personnel

GSCC RO must be satisfied the person inducted is competent to operate.

Contractor Induction
General OHS Online Induction
Prior to works, contractors and contractor employees who will be working on a GSCC work site must successfully complete the Online GSCC General OHS Induction.

On successful completion of the online induction, contractors and their employees will be issued with GSCC induction card, which must be carried and presented when requested in all GSCC worksites.

Instructions:
2. Enter the Course Code – necci101
3. Press the Start Course button and follow instructions

In Person Induction
The GSCC RO may complete a documented paper based Occupational Health and Safety induction with contractors engaged to perform works for GSCC, if an online induction is not possible before works.

Refer: M12/50270: Contractor Induction / Job Safety Analysis

As a paper based induction does not provide the contractor with an “induction card”, contractors will be required to complete the online induction, if any future works are to take place.

Site Specific Inductions
GSCC RO’s are responsible for ensuring a site specific induction is completed when required by, contractors, their employees and sub-contractors prior to works.

By undertaking an induction, everyone working in GSCC work sites is to be informed of site specific safety requirements and hazards.

Site inductions must include:
- Scope of works
- Hazards identified and control measures in place
- Access and egress to the site
- Parking areas and traffic routes
- Amenities for the site such as toilets, lunch rooms and drinking water etc
- Safety rules for the site
- Activities where safe work procedures apply
- First aid arrangements and emergency contact details
- Emergency procedures including location of the assembly area, emergency exits, fire extinguishers and emergency contact numbers
- Personal Protective Equipment required to be worn at the worksite
- Workers safety responsibilities and reporting of hazards, incidents and near misses.

Site specific based OHS Induction training can be provided and documented in the form of a Job Safety Analysis (JSA) and is to provide participants with knowledge of the health and safety issues that are relevant to the work activities and should be based on the hazard identification, risk assessment and control measures implemented.

Refer M12/50270 Contractor Induction / Job Safety Analysis

Remote Induction
Where works and work site, are deemed to be low risk, the site induction process may be accomplished by providing contractors with a Remote Location Induction/Hazard Identification
sheet, developed within the Department to provide contractors with particular safety information and any known low risk site hazards.

Refer: M12/60494 Remote Location Induction

7. References
   Occupational Health and Safety Act 2004

8. Related Procedures and Documents
   - M11/163: Induction Checklist - Workplace (Attachment 1)
   - M10/103600: Induction Handout for contractors - 3 fold (Attachment 2)
   - M12/50270: Contractor Induction / Job Safety Analysis (Attachment 3)
   - M12/60494: Remote Location Induction/Hazard identification (Attachment 4)
   - M13/12886: Online Induction implementation Letter to contractors (Attachment 5)
   - M11/60374: Plant/vehicle handover induction checklist (Attachment 6)
   - M12/34289 Alternate duties/location checklist (Attachment 7)
## Workplace Induction Checklist

**Employee:**

**Position**

**Worksite Location**

**Start Date**

**Induction performed by:**

This worksite specific induction checklist is required only to be completed by Departments without a customized site specific induction checklist.

### PERSONNEL

<table>
<thead>
<tr>
<th></th>
<th>INTRODUCE TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff in work area</td>
</tr>
<tr>
<td></td>
<td>Health and Safety Representative (HSR)</td>
</tr>
</tbody>
</table>

### FACILITIES

<table>
<thead>
<tr>
<th></th>
<th>Workplace tour - tea room, toilet, noticeboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>First aid room and location of first aid kits</td>
</tr>
<tr>
<td></td>
<td>Emergency Exits and Assembly Areas</td>
</tr>
<tr>
<td></td>
<td>Shown where personal belongings can be stored and employee parking</td>
</tr>
</tbody>
</table>

### OCCUPATIONAL HEALTH AND SAFETY

<table>
<thead>
<tr>
<th></th>
<th>Explain emergency procedures (Is there an E-learning course for this facility?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Worksite specific OH&amp;S roles, responsibilities and/or hazards</td>
</tr>
<tr>
<td></td>
<td>Discuss Safe Work Method Statements (SWMS) (specific to job)</td>
</tr>
<tr>
<td></td>
<td>Incident reporting procedures, including the location of forms that need to be completed</td>
</tr>
<tr>
<td></td>
<td>Safe use and storage of hazardous substances, including material safety data sheets</td>
</tr>
</tbody>
</table>

### EQUIPMENT AND PROCEDURES

<table>
<thead>
<tr>
<th></th>
<th>Issued and shown how to use any required personal protection equipment (PPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Provided with all necessary tools, keys and equipment and/or work area has been set up.</td>
</tr>
<tr>
<td></td>
<td>Office work use Trim M11/44763 Ergonomic Checklist</td>
</tr>
<tr>
<td></td>
<td>All relevant licences and tickets to operate vehicles and equipment or plant have been sighted and recorded</td>
</tr>
<tr>
<td></td>
<td>Appropriate break periods have been explained and understood</td>
</tr>
</tbody>
</table>

### Employee & Manager to sign, date and place in new starter kit and return to People Performance Department

<table>
<thead>
<tr>
<th>Sign</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sign</th>
<th>Date</th>
</tr>
</thead>
</table>

---

Attachment 2 (For complete form refer Trim)
**Induction Handout**

The Greater Shepparton City Council Responsible Officer (GSCC RO) to contact for any issues is:

**GSCC RO Name:**

**Contact phone number:**

**Description of Works:**

All contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any GSCC work site are required to successfully complete GSCC's Online Contractor Induction Course. Contact Council for details.

GSCC seeks to promote Health & Safety awareness in the workplace and all work sites. The use of Safe Work Practices by all workers is required at all times.

GSCC will, so far as is reasonably practicable provide a safe working environment. However this in no way relieves individual contractors or their employees from full compliance of the Victorian Occupational Health & Safety Act 2004, relevant Regulations and Compliance Codes/Codes of Practice and GSCC Policies and Procedures.

Work Place Health & Safety is the responsibility of all workers and GSCC requires that all workers recognize their individual health & safety responsibilities.

---

**FIXED PLANT WORKS**

- Test out procedures are to be in place before operating on any plant.
- Appropriate manual handling aids used for heavy and awkward items.
- Work sites are to have appropriately barricaded safe route areas for pedestrians.

**USE OF SUB CONTRACTORS**

- All sub contractors must be inducted to work site.
- All sub contractors must be provided with induction handout.
- All sub contractors are to abide by all approved safe systems of work.

**HIGH RISK CONSTRUCTION WORK**

- Any high risk construction work as per WorkSafe definitions may only take place when GSCC has been provided with appropriate Safe Work Method Statements.

---

**WorkSafe Notifiable Incidents**

Notification is required as soon as you become aware of the incident that results in:

- Death or serious injury.
- They include, but are not limited to; incidents that result in a person requiring;
  - Medical treatment within 48 hours of exposure to a substance;
  - Immediate treatment as an inpatient in a hospital;
  - Immediate medical treatment for:
    - amputation – serious head injury – serious eye injury;
    - separation of skin from underlying tissue – electric shock – spinal injury;
  - Loss of bodily function – serious lacerations.

GSCC RO is to be notified of any asbestos discovery.

**Telephone WorkSafe on 132 360**

---

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Police/Ambulance</td>
<td>000</td>
</tr>
<tr>
<td>Poisons Help Line (24hr)</td>
<td>131-126</td>
</tr>
<tr>
<td>Dial Before You Dig</td>
<td>1100</td>
</tr>
<tr>
<td>Powercor</td>
<td>132-412</td>
</tr>
<tr>
<td>G V Water</td>
<td>1800 254-500</td>
</tr>
<tr>
<td>Gas</td>
<td>1800 676-300</td>
</tr>
<tr>
<td>Telstra</td>
<td>132-203</td>
</tr>
</tbody>
</table>

---

**SLIP AND TRIP HAZARDS**

- Contractors are required to keep good housekeeping in work sites at all times.
- Work sites are to be kept free of rubbish and waste materials and trip hazards.
- All possible trip hazards caused due to use of plant or equipment must be appropriately addressed.

**ELECTRICAL SAFETY**

- All leads and tools used are to carry a current test and tag in accordance with industry standards.
- Damaged tools and electrical leads are to be tagged out.
- Residual-current devices must be fitted to all power boards, multiple plug boards.
- Temporary construction switch boards must comply with all relevant regulations.
- All electrical work is to be undertaken only by qualified personnel.

**CHEMICAL USE**

- Current MSDS for all chemicals used are to be retained on site and available at all times.
- Hazardous substances are to be used stored and disposed of in accordance with all relevant legislation.

**EMERGENCY PREPAREDNESS**

- Emergency procedures and personnel are to be in place to manage all identified emergency situations.
- Appropriate trained First Aid Officer and appropriate first aid kits are to be available on site.
- Appropriate and effective emergency procedures must be in place for all workers performing tasks in isolation or without support systems.

**HAZARDOUS ACTIVITIES AND ASBESTOS DISCOVERY**

- All manual handling activities are to be identified and appropriate control measures in place.
- Appropriate risk assessments are to be conducted prior to works to identify hazards.
- Identified hazardous activities are to have appropriate documented control measures in place.
- Appropriate PPE to be worn when required at all times.
- Does the asbestos register need to be checked? Are there going to be demolition that may expose asbestos?
- GSCC RO is to be notified of any asbestos discovery.

**NOISE AND VIBRATION**

- Appropriate measures are to be in place to instantly and reduce/contain worker exposure to excessive noise and vibration.
- Appropriate PPE to be worn when required at all times.
## CONTRACTOR INDUCTION / JOB SAFETY ANALYSIS

### SECTION 1 - STAKE HOLDERS DETAILS

**GSCC RO DETAILS** Greater Shepparton City Council Responsible Officer (GSCC RO): GSCC employee who has completed this form with the contractor as an induction of safety requirements or as a Job Safety Analysis (JSA) for work or services to be performed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GSCC Directorate:**

**GSCC Department:**

### SECTION 2 - GENERAL INDUCTION - JSA

**GENERAL SAFETY INDUCTION** Use with Induction Handout (M10/103600).

*Contractors and their employees need to know GSCC safety requirements.*

When completed, this document provides evidence the contractor and contractor’s employees have completed a General OHS Induction and been informed by the GSCC RO on the standard of safety required before performing any works/services for or on behalf of GSCC.

**Go to Section 3**

**JOB SAFETY ANALYSIS (JSA) or (SITE SPECIFIC INDUCTION)** Provide Induction Handout (M10/103600)

*What are the risks with the tasks to be done? What is the safest method for them to be performed?*

The contractor and contractor’s employees have completed a general induction or GSCC online induction and accept their responsibility to perform works in accordance with appropriate legislative and GSCC safety requirements and to participate in the site specific Job Safety Analysis (JSA).

Contractor's and their employees will assist the GSCC RO to identify possible hazards associated with works, complete any permits required (Hot Works or Confined Spaces), provide any Safe Work Method Statements or any other relevant information regarding safe methods of work to be performed.

The GSCC RO and contractor will review the control measures and safe work methods to be implemented.

If, to the best knowledge of the GSCC RO together with the provided expertise of the contractor, all identified hazards are safely addressed, works will be permitted to proceed.

**Go to section 4**
Induction Information For Remote Locations

LOCATION: <INSERT NAME>

Works requested by Council Staff Member: <INSERT NAME>  Phone: <INSERT PHONE>

Contractor Name: ___________________________ Date: ____________________

Employee/s: __________________________________________

---

Hazard | Consequence | Control
--- | --- | ---
Discarded Needles | Needle Stick injury, infection | Inspect area. Keep clear of discarded needles. If required to remove only handle needles with pliers/tongs or similar and place in sharps container available at ISC office
Wet floors | Slip | Safety boots
Working Alone | Unattended injury | Notify supervisor or council of start and expected completion times
Snakes and insects (bee hives and wasp nests) | Stings and bites | Inspect area and keep clear of danger. Report to council ranger
Working at heights | Falls from heights | Working at height regulations, Contractor induction handbook
Aggressive persons | Assault | Keep clear, call police
Asbestos, Ceiling, wall cladding and eaves | Lung damage | Do not drill, hammer or disturb suspect asbestos material. Contact Indigo Shire Officer to confirm where asbestos may be.
Electrical Hazard | electrocution | Use RCD adaptors for electrical equipment
Pedestrian Traffic | Accidental Contact | Mark and barricade off work area. Allow path of access. Work out of busy times
Vehicle Traffic Hazard | Vehicle Accident | Barricade of work area, Park vehicle off main traffic

Other Known Hazards (To be completed by Council Staff Member)

<INSERT>

Other Hazards noted on day of work (To be completed by Contractor)

---

CONTACTS

EMERGENCY: 000
GAS: EMERGENCY 13 22 771 (Energy Safe Victoria)
ELECTRICITY: EMERGENCY 13 17 99 (SP Ausnet) EMERGENCY 13 23 56 (Country Energy)
WATER: NORTH EAST WATER

---

Trim Reference | Procedure number | Date Last Reviewed | Issue Number | Endorsed by
--- | --- | --- | --- | ---
M10/113168 | 46.PRO3.40 | 28.6.2012 | 1 | The Executive

---
Attachment 5 (For complete letter refer Trim)

To: The Greater Shepparton City Council Contractor
Re: Occupational Health and Safety Policy and Procedure

Implementation of Online Contractor Induction Course

Greater Shepparton City Council, Indigo Shire Council, Benalla Rural City, Shire of Strathbogie Council, City of Wodonga Council, Alpine Shire Council, Rural City of Wangaratta Council and Moira Shire Council have collaborated to develop and implement an Online General OHS Induction Course.

This standardised induction course is designed for contractors who may be engaged to perform work at any site controlled by or on behalf of any council participating in the North East Council Contractor Induction program. This course will advise contractors of the expected safety requirements and standards when performing works for participating Councils.

All contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any worksite controlled by or on behalf of, any of the above Councils are required to successfully complete the Online Contractor Induction Course. The course takes about 20-30 minutes. Being online, courses can be completed using a standard Web Browser.

Please arrange for ALL relevant staff/workers to complete the induction course:
- prior to their next visit or
- contact your Council representative to arrange a suitable timeframe.

Instructions:
2. Enter the Course Code – necci181
3. Press the Start Course button and follow instructions

At the end of the course you will receive an email with an attached Certificate/ID which must be cut out and signed. This completed card must be carried and available if requested within any participating Council work site.

NOTE:
Please note that a No Induction Card, No Entry policy will be applied to all work sites.

Please contact the undersigned if you need any help or have any questions.

Trim M13/12886
Attachment 6 (For complete letter refer Trim)

**Safety Form**

**Plant and vehicle handover induction checklist**

<table>
<thead>
<tr>
<th>Name of regular Driver/Operator:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet vehicle number</td>
<td></td>
</tr>
</tbody>
</table>

### ASSESSMENT CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vehicle request form completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mobile Plant OH&amp;S Risk Assessment M10/102269 completed?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Driver

<table>
<thead>
<tr>
<th>Criteria</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. If special purpose, does it meet requirements of driver?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Required licences for this plant/vehicle have been sighted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Driver provided with Fleet Policy Trim location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Driver aware of any log book or driver hours requirements?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. What, how and where to report faults or maintenance issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Provided with pre start check list (Plant) and/or Vehicle Glove Box Guide (Fleet)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Driver given the &quot;10-Minute Walk-Around Inspection&quot; checklist or pre start checklist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Maintenance Information

<table>
<thead>
<tr>
<th>Criteria</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Location of required tyre pressure label</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Location of tyre jack, jack points and jack operation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Location of spare wheel and type (if temporary wheel)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Location Service due sticker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Location of radiator level and refill requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Location of windscreen washer bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Engine oil, automatic gearbox, power steering and brake fluid oils</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. How to check items on pre start checklist eg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- hydraulics - leaks, damage, connections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- pivots, rams, lift arms, bucket pins</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Operation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Location of drivers or instruction manuals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Proper use and limitations of vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Location and information on fuel card use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Fuel type and location of cap and opening lever</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. All operational gauges and warning devices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Location and operation of Head lights, hazard lights, wipers and turn signals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Seat and Side mirrors adjustment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Special operation of vehicle key remote or start up procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Alternate duties/location checklist

<table>
<thead>
<tr>
<th>Employee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>Worksite Location</td>
<td></td>
</tr>
<tr>
<td>Induction performed by:</td>
<td></td>
</tr>
</tbody>
</table>
| **1** | - Employee advised of new or alternate duties with enough notice to make any necessary arrangements, e.g. lunch, personnel issues.  
- Advised of Start / Finish times, breaks times  
- Position Description/ KRA’s |
| **2** | Supervisor/ Team Leader to assess person is competent to perform required duties |
| **3** | Required licences and tickets to operate vehicles and equipment or plant are checked |
| **4** | - Employee shown appropriate SWMS and signed off by employee  
- Supervisor is satisfied of competency  
- Employee shown any hazard identification  
- Employee shown any specific safety requirements |
| **5** | - Induction done for any Plant / equipment to be used (including servicing requirements)  
- Supervisor is satisfied with demonstrated competency of employee to use. |
| **6** | - Provided with all necessary tools, keys and equipment.  
- Issued and shown how to use any required personal protection equipment (PPE) |
| **7** | - Employee advised of emergency and first aid procedures.  
- Employee advised of any alternative communication requirements |
| **8** | Employee shown any appropriate work place facilities e.g. toilets, first aid room |
| Other comments |  |

Manager / Supervisor………………………………………………………

Employee………………………………………………………………………

---

Trim M12/34289