

Hamilton James & Bruce Pty Ltd Site Induction Registration Form

Please complete this form with your Manager / Supervisor on the first day of your assignment and then fax a completed copy through to the relevant consultant on the fax number below.

| | | |
|-----|------------|--------------|
| ACT | Canberra | 02 6243 5143 |
| NSW | Chatswood | 02 8248 7205 |
| NSW | Parramatta | 02 9633 3779 |
| NSW | Sydney | 02 8248 7205 |
| QLD | Brisbane | 07 3003 0211 |
| QLD | Gold Coast | 07 5532 9373 |
| VIC | Melbourne | 03 8613 1399 |

| Name of HJB Consultant who placed external employee: | | | |
|---|-----------------|--|--------------------------|
| Name of External Employee: | | | |
| Site Name: | | Supervisor Name: | |
| Site Address: | | | |
| SITE INDUCTION COMPONENTS | | | |
| | Completion Date | | Completion Date |
| Given a tour of the premises? | | Shown the location of fire extinguishers / hoses / blankets | |
| Shown staff facilities – bathrooms, etc? | | Told about security regulations and procedures on site? | |
| Introduced to the first aid officer/s? | | Made aware of known safety hazards and control measures – if applicable? | |
| Shown the location of first aid kits? | | Introduced to the safety committee representative – if applicable? | |
| Meaning of workplace signs explained? | | Shown Material Safety Data sheets – if applicable? | |
| Introduced to the fire warden/s? | | Shown machine guarding and emergency stop buttons – if applicable? | |
| Made aware of the emergency evacuation, shown where it is displayed onsite? | | Are all staff prohibited from operating equipment / entering restricted areas without the appropriate Personal Protective equipment – if applicable? | <input type="checkbox"/> |
| Shown the nominated assembly point/s in case of emergency? | | Fully trained in the safe operation of machinery? | |
| Made aware of all safe work procedures in use on site? | | Has a copy of the on-site induction been supplied to HJB Representative? | <input type="checkbox"/> |