

# Sample orientation information

## Our Safety System

This information is a basic safety induction. It covers the important few pieces of information about the safety system we have. Please read it and complete the questionnaire at the end. You can go back and read the relevant section as many times as you need

### 1. Emergency Procedures

#### a) Real Emergencies

If, for any reason the building you are in needs to be evacuated, leave immediately by the nearest exit and walk to the assembly point at:

Do not re-enter the building until given the all clear by the fire warden or Fire Service officer

#### b) Trial Evacuations

Every 6 months, a trial evacuation will be carried out to test procedures. Please treat this as you would a real emergency

### 2. Accidents

#### a) First Aid:

The first aid kit can be found at:

#### b) Reporting accidents:

If you have an accident at work tell your manager or supervisor immediately. You are also required by law to record the accident in the Accident Register, which can be found at:

#### c) What to report:

- i) Physical injury such as bruises, cuts, sprains and strains
- ii) Health effects, such as skin rashes, stress or fatigue
- iii) Aches and pains (gradual process injuries)
- iv) Any other harm caused by work you do
- v) Serious injuries that cause permanent loss of any bodily function

If a serious injury happens, it must be reported to the statutory authority immediately (by phone or email) AND within 7 days in writing.

#### d) Contact details for the statutory authority:

Phone:

Email:

### 3. Hazards

#### a) Here are the 5 top hazards and precautions you need to take as soon as you start work:

- 1.
- 2.
- 3.
- 4.
- 5.

For all hazards, there are precautions needed to reduce the risk of accidents. If you have not been trained in any job, please ask your supervisor about safety first

You are not expected to take any risks. If you think it's unsafe to do something, or you don't know how to get a job done safely, find someone who can help

#### b) We identify hazards by:

- i) Discussions at Safety Meetings
- ii) Inspections of the work place
- iii) Accident investigations
- iv) People telling us about them (please report new hazards to your supervisor or manager)

#### c) Controlling Hazards

The Hazard Register explains how each hazard is controlled or managed. Sometimes this may mean that you will need training or to follow set procedures. If you are not sure about the correct way to do a job, you can check the Hazard Register. If you are still not certain, ask someone who is a trainer or supervisor

#### d) S.O.Ps

Some tasks may be covered by Safe Operating Procedures (S.O.Ps). Employees must have completed training in S.O.Ps before they are permitted to perform those jobs unsupervised.

### 4. Safety Equipment

You will be expected to use safety equipment necessary for your job. This includes:

- 1.
- 2.
- 3.
- 4.
- 5.

### 5. Injury Claims and Rehabilitation

#### a) Claims

If you have an injury at work and you need treatment, follow this procedure:

- i) Tell your supervisor or manager

- ii) Record the injury in the Accident Register
  - iii) Go to a registered medical doctor (We may nominate the doctor)
  - iv) When the doctor completes a Medical Certificate, bring (or send) it to your manager or supervisor as soon as possible
  - v) Help the manager to understand what caused the accident, so we can stop it happening again (accident investigation)
- b) Rehabilitation

If your injury is not serious or would improve more quickly with activity, you may be asked to come back to work. Alternative duties may be given to you, as well as time to get further treatment

This will be arranged with the agreement of you and your doctor

**6. Managers' Responsibilities**

As managers, we have the main responsibility for health and safety at work

Our main duties are:

- i) to provide safe methods, machines, buildings and equipment
- ii) to identify and manage hazards
- iii) to ensure everyone understand their roles and responsibilities for health and safety
- iv) to record and report incidents and injuries
- v) to provide training to managers/employees

To do this, we have a safety management system, which is managed with the consultation and co-operation of employees

**7. Employees' Responsibilities**

Your duties as an employee are:

- i) to prevent harm to yourself or any other person at work
- ii) to correct or report anything you know is unsafe
- iii) to work using known safety procedures

**8. Consulting with employees on safety**

(a) Why consult with employees?

We consult with employees on health and safety because it is something that affects everybody. Employees who work with hazards have an understanding of how to control them, and how to improve safety methods

(b) How do we consult with employees?

By meeting with employee safety representatives. Safety representatives come to regular safety meetings. You can talk to your safety representative about any health and safety questions and concerns. The representatives are:

Name:

Name:

Name:

Name:

Name:

Now please complete the questionnaire below

**Questionnaire**

This is an open book questionnaire. You can look up the answers above. Take your time

**1. What is the evacuation assembly point for your work area? (Emergency Procedures section)**

Evacuation point is at:.....

**2. How often do we have a trial evacuation? (Emergency Procedures section)**

We have a trial evacuation every:.....

**3. Where do you find the Accident Register for your work area? (Accidents section)**

The Accident Register is located at:.....

**4. Which injuries must you record in the Accident Register? Please tick. (Accidents section)**

All injuries?

Only serious ones?

Only where there's blood

**5. If you have a serious injury, who do you have to report to? Please tick. (Accidents section)**

Manager/ supervisor

The authorities

Both

**6. What is the name of the register that lists hazards and how we deal with them? Please tick. (Hazards section)**

Hazard Register

Accident Register

Checklist

**7. What must you do with a doctor's certificate as soon as possible? Please tick. (Claims and Rehabilitation section)**

Keep it in your wallet or purse

Take it to your manager or supervisor

Copy it and file it away

**8. What kind of work or duties may you be asked to do if you are injured? Please tick. (Claims and Rehabilitation section).**

Full Duties

Home duties

Alternative duties

**9. Name one safety responsibility (duty) of managers: (Managers' Responsibilities section).**

One safety duty of managers is:.....

**10. Name one safety responsibility (duty) of employees: (Employees' Responsibilities section).**

One safety duty of employees is:.....

**11. Write below the name of an Employee Safety Representative for your work area. (Consulting with Employees section).**

Name of an Employee Safety Representative is:.....

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