



Form 16 - Induction

Induction is about providing new workers and/or contractors accurate information about their work, safety expectations and safety procedures such as where the first aid kit is located, the emergency evacuation plan, exits, fire extinguishers.

General Information

Participants could be provided with information about:

- The parish: parish structure, role of the parish council and the parish finance committee, the school.
- The goals of the parish: what the parish is trying to achieve, the strategic plan, insight into the hopes and aspirations of the parish.
- Reference and copies of parish and archdiocesan policies: the Archdiocesan WHS Policy, parish policies in relation to evacuations, health & safety, bullying & harassment, privacy.

Specific Information

- Details of the tasks in which workers are to be engaged, that is, the specific tasks that workers will undertake.
- Introduction to supervisors and colleagues.
- Clear instructions about the importance of taking care of their own safety, being conscious of steps, floor surfaces, the location of exits, first aid facilities, access to fire extinguishers, use of protective equipment.
- Reference to safe operating procedures as appropriate, for example, the safe handling of chemicals or cleaning materials, working alone or out of sight of other workers, safe lifting in order to minimise stress on the spine and reduce the risk of developing a lower back injury.
- Safe use of machinery and equipment particularly small plant (mowers, cement mixers, ladders, trestles, wheelbarrows and shovels) and portable power tools (saws, drills, screw drivers, grinders, sanders). An experienced operator should detail the appropriate application techniques required for small plant and portable power tools and the correct tool for different jobs. In this regard reference should be made to electrical safety with respect to residual current devices, electrical lead tagging and the tagging of electrical tools and equipment.
- Depending on the nature of the tasks there could be need to draw attention to personal protective equipment such as foot protection, clothing, safety glasses, dust masks, hearing protection, hand protection, head protection.
- Attention should be drawn to how workers may direct any complaints that may arise as an outcome of being involved in the activity particularly in relation to stated archdiocesan policy.

Risk Assessment

Prior to any activity involving cleaning or gardening etc. a risk assessment should be done of the type of activities that are likely to be undertaken, for example, carrying buckets of water, using wheelbarrows, digging trenches. The organisers should consider the nature of

the tasks identifying those actions which should be brought to the attention of the workers as carrying a risk.

- **LIFTING:** risks factors would include: weight of the load, size and shape of the load, manual handling skill, actions and movements, working posture and position when lifting, duration (frequency) of the manual handling task, location of the load and the distance to be moved. Whilst there are not prescribed maximum weight limits (due to age, gender) workers should not lift more than 16kg.

- **LIFTING SAFELY**
 - *Try to break down the load into smaller parts; check the pathway and clear any obstacles, check if doors need to be opened; test the weight of the load by lifting one corner.*
 - *Stand with feet shoulder width apart and in a staggered stance, move in close to the load, bend knees, keep head straight and maintain the spine's natural curves, pull the load close to the body, secure grip, use a smooth controlled motion to lift the load, avoid twisting or turning body when lifting and be sure to use feet to change direction.*
 - *When setting the load down keep feet apart and in a staggered stance, get as close as possible to the area where load is to be placed, bend knees, keep head upright and maintain spine's natural curves, keep the load close, once the load is where required release grip.*



Form 16 – Induction Checklist

Name of parish/agency:			
Date:	Facilitator:		
THE PARISH	Yes	No	N/A
Introduction to supervisor & colleagues			
How the parish is organised			
The role of the parish council			
The role of the parish finance committee			
Parish goals & strategic plan			
Archdiocesan WHS policy			
Evacuation/emergency plan			
Bullying & Harassment Policy			
Privacy Policy			
Job description & responsibilities			
Leave entitlements			
Notification of sick leave or absences			
SPECIFIC SAFETY MATTERS	Yes	No	N/A
Location of exits; fire extinguishers; fire blankets; first aid kits.			
Handling of cleaners & chemicals.			
Trip hazards.			
Worker responsibility for personal safety & reporting.			
Use of protective equipment.			
Use of electrical devices (leads & tagging)			
SPECIFIC TASKS	Yes	No	N/A
Operation of mowers			
Operation of cement mixers			
Use of ladders (height) & trestles			
Use of wheelbarrows & shovels			
Operation of saws & drills			
Operation of grinders & sanders			
Consideration of hearing protection, safety glasses, dust masks			
Consideration of foot, head & hand protection			
Cleaning activities			
Cleaning up after the task & relocating equipment & materials			



Form 16b – Induction Checklist

Name of parish/agency:			
Start date:	Facilitator:		
Induction date:	Position:		
WORK AREA	Yes	No	N/A
The worker has been shown work area(s)			
The worker has been shown amenities.			
WORKPLACE HEALTH & SAFETY	Yes	No	N/A
WHS policies & responsibilities have been provided & explained.			
The archdiocesan policy on bullying, discrimination & harassment have provided & explained.			
The incident & hazard reporting process have been explained.			
The worker has been informed as to any risks to health & safety associated with performing his/her work.			
EMERGENCY PROCEDURES	Yes	No	N/A
Accident & emergency procedures including the fire evacuation procedures have been explained.			
The worker has been shown the emergency exit areas.			
The worker has been informed about bomb threat procedures.			
The names & locations of fire wardens have been provided.			
FIRST AID			
The worker has been advised of the name & location of first aid officers.			
The worker has been informed as to the location of the first aid kit.			
The worker has been informed of the injury reporting procedures.			
WORKPLACE SPECIAL NEEDS			
The worker has been asked if there are any special needs with respect to work health & safety (and they have been noted).			
Worker signature:	Date:		
Facilitator signature:	Date:		