

**ITM**

International Trade Management

Induction Form

Form No: HR10.001

Date: 17.03.2018

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Date ____/____/____

I (Employee) _____ have received the ITM OHS workplace induction, performed by

(Name of person conducting the induction) _____

I have attended the induction as requested and understand the work methods and safety actions that are required to be undertaken during my employment at ITM.

I also confirm that the following specific points have been read, discussed and understood during my induction.

Please tick the following boxes to indicate instruction or training received	<input checked="" type="checkbox"/>
Company OHS policy and procedures	
Id Cards	
Roles and responsibilities – reporting procedure (Manager/ Supervisor)	
Leaving the office / warehouse (Security – Emergencies)	
Hazard identification and control - reporting procedure (Manager/ Supervisor)	
Phones, mobile phone use	
Hazardous material register and MSDS	
Accident, Incident and Hazard forms (location of folder)	
Pre start check list (Forklifts and vehicles)	
Site Rules - Traffic management, driver safety zones, forklifts, straddle	
Specific duty inductions (casuals)	
Tool Box Talks / Meetings	
Emergency evacuation points	
Smoke free zones	
Additional training received:	
Certificates of Competency held (Casuals only)	
Type:, First Aid	..