



Induction Information

- **Your Responsibilities:** It is a requirement that all personnel;
 - Take personal responsibility for the safety of their subordinates, workmates, the public and themselves
 - Work safely at all times
 - Abide by workplace safety regulations
 - Actively participate in and support all OHS and injury management and rehabilitation programs
 - Promptly investigate, correct and report all unsafe conditions and acts.
- **All persons are required to:**
 - Observe safety requests from supervisors and safety officers
 - Comply with all safe working practices and procedures
 - Immediately eliminate or report to your supervisor any potential workplace hazards, mishaps, incidents or injuries that occur during the course of your work
 - Refrain from any unsafe or illegal practice
 - Ensure that you do not place yourself or any person at risk
- **Occupational Health and Safety:** We recognize that it is a fundamental human right to be able to work and earn a living without facing the prospect of being injured or subjected to unnecessary risk, and we will make every effort to ensure that this right is enjoyed by all persons involved in our operations. We will comply with Occupational Health and Safety laws, and ask that you also take all the practicable steps to ensure your own safety while at work, and ensure that no action or inaction by you while at work causes harm to any other person.
- **Quality:** We are committed to striving for excellence in everything we do, including the provision of a quality service to our customers. In order to make this possible, we have implemented management systems which promote continuous improvement and provide assurance that we are fulfilling our commitments to provision of a quality service.
- **Absenteeism:** Absenteeism is the situation where you are not at work and may take the form of late arrival or early finishing, extended lunch breaks, temporary absence from work for personal or other reasons or failure to come to work altogether.

Where it is practical for you to do so, you must notify of your absences well in advance of your start time, so that we can make alternative arrangements. If you are absent due to sickness, a medical certificate must be provided to receive appropriate leave entitlements (Full & Part Time employees only)

- **Alcohol & Drug Use:** Substance abuse exposes everyone to the risk of injury and can lead to the damage of property and equipment. Impairment caused by the misuse of alcohol, use of illegal drugs or the abuse of prescription medications will not be tolerated. You should inform your supervisor if you are prescribed medication that is likely to affect your safety or the safety of others in the workplace.

- **Clothing & Uniforms:** All full time staff will be provided with Hi Vis shirts and jumpers. All clothing and foot wear must meet PPE standards. Uniform stock is kept in our office, please contact administration if you require new uniforms. Uniforms must be kept clean and tidy.
- **Company Property:** You must take responsible care in using our property. Employees are to ensure that any property of the company entrusted to them as part of their work is properly cared for and protected from loss or damage as much as practicable. This includes locking sheds, vehicles, toolboxes etc. when a site is unattended, and protecting susceptible items and material from loss or damage due to weather or climate.

Normal wear and tear of plant, machinery and equipment is an accepted part of business however this can be minimized by regular maintenance and adherence to correct operating instructions. Pre-start checks and log books must be carried out to ensure than an item is ready and safe for use before it is operated.

You must at all times take due care when operating a company vehicle, and comply with all relevant rules and regulations regarding driving, parking etc. of the vehicle. Any traffic infringements or penalties incurred by you are your responsibility as the driver of the vehicle, and you must pay any fines arising out of the use of the vehicle.

Smoking in company vehicles and machinery is strictly prohibited.

- **Counseling & Discipline:** If we believe that you are performing in an unsatisfactory manner, you will be counseled to assist you to understand the standards expected of you. Confidential records will be made and you will be given the opportunity to respond either in writing or orally.
- **Behavior:** All employees have a right to work in conditions that they find conducive and comfortable. Employees are expected to adhere to accepted community standards of behavior and language in the workplace. Harassment, bullying and discrimination of any kind will not be tolerated.
- **Work Related Expenses:** Where we require you to purchase goods or services on behalf of the company you will be given an appropriate purchase order number. Delivery notes or Tax Invoices must be obtained, and these must be presented to the office for processing.

Where you have used your own money to make an authorized purchase, a detailed Tax Invoice must be presented for reimbursement.

- **Leave Entitlements:** Annual Leave must be taken at a time mutually agreed upon with a minimum notice period of 4 weeks.
Please Note: Cameron Outdoor close for approx. 2 weeks over the Christmas / New Year period. Please consider this when utilizing your leave entitlements.
- **Time Sheets:** We use an iPhone and Andriod app called Tradie Diary. You are to submit your Tradie Diary entries daily by e-mail or text with detailed tasks provided. Should you not have a Smartphone, please speak to Admin to make alternative arrangements. Failure to submit your hours on time may result in hours being unpaid until the next pay cycle
- **Hazard Reporting:** A hazard is anything which can cause injury, loss or damage to a person, property or the environment. If you detect a hazard you should remove or rectify the hazard if it is safe to do so, report the hazard to your supervisor, and take appropriate action to avoid others coming into contact with the hazard.
- **Incident Reporting:** All incidents, no matter how minor, must be reported to your supervisor both verbally and by submitting an Incident Report on Tradie Diary, ensuring all details are provided.
- **Work Site:** Employees are responsible for ensuring all tools and materials are stored safely and securely at the end of each work day. Please have consideration for the tools you are supplied with.
It is the employees responsibility to contact their Site Supervisor or Operations Manager to confirm following day work site and arrangements.

The above is to be adhered to together with the MSDS and SWPs on each individual job site.

Should you have any questions regarding any of above, please contact your supervisor or the office on 5152 6645.