

FAX

People Priority One Pty Limited 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.

QLD	Brisbane	07 3387 0101
QLD	Gold Coast	07 3387 0101

Name of PP1 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 PP1 Representative?	<input type="checkbox"/>

Document Name

Issue Date

Approved By

Version

Pages

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20/07/07

Operations Manager

1.0

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