

INDUCTION TEMPLATE

*Instructions:*

*This template is provided as a basic guide for you to implement an induction into your business.*

* *Carefully read this document and amend it to reflect your business. If this document refers to something that is not relevant, remove it. If the wording does not connect with you, change it! If you currently DON’T do something mentioned here in your business, ask yourself if it would make your team safer. If the answer is yes, it might be worth changing your business to include that activity or provision. If it wouldn’t improve your business, remove it from the document. This induction document should reflect EXACTLY what happens on the ground in your business.*
* *Discuss this document with your team. Ask them for ideas and solutions to make your business safer. Ensure existing team members have the opportunity to contribute to the induction process, which will result in increased buy-in during its implementation.*
* *There is no right or wrong answer in terms of what should be included in an induction. It should provide enough information to keep your team safe, including contractors, when they are working in your business. Consider including links to further information and even videos where appropriate.*
* *Ensure your team has a copy of this information and it is made available for review at all times.*
* *Text in RED provides additional instructions. Review and edit material and remove all text in RED.*
* *Where you see xxxxxx, replace it with your business name.*
* *Once the document has been reviewed and it reflects your business, read it with all new and existing team members, have them* ***sign a copy for your records*** *and retain a copy for their ongoing reference.*

EMPLOYEE SAFETY INDUCTION & HANDBOOK

***INSERT***

***YOUR LOGO OR BUSINESS NAME HERE***

HEALTH AND SAFETY IN OUR BUSINESS

“We share responsibility”

**Employee Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Welcome!

Welcome to work at *XXXXXXX*. We hope that you find your work here interesting and ensure your health and safety, and the health and safety of all others who enter this workplace.

Your safety is as much your responsibility as it is ours. **If you feel that you cannot do a job safely, don’t do it.** Let your supervisor or the manager know about the problem, and we will work together to fix the problem or find a safe way to complete the job. You are often the eyes and ears of our business. Reporting hazards, unsafe situations, observations and concerns is imperative – and expected. We can’t address what we aren’t aware of. Safety is a team effort.

Every workplace must have rules and guidelines to ensure that safe work practices are followed. This leaflet outlines some of the rules and guidelines that you are required to follow while working in this business. At the manager’s discretion, further information will be provided on an ongoing basis.

Please read this leaflet carefully, and if you do not understand any section, please ask for an explanation. If you have read and understood each part of this document, initial each page as confirmation. We will provide a copy of this document as a handbook for your ongoing reference and retain a copy for our records.

Work Health and Safety Policy

***INSERT***

***YOUR LOGO OR BUSINESS NAME HERE***

The health, safety and well-being of people working at *xxxxxxxx* is important and we will do all that is reasonably practicable to ensure that they are not injured at work.

We aim to have workplace that is free of hazards and injury, and where people enjoy life and work.

To help us achieve a safe workplace, we ask people working at *XXXX* to:

* + participate in our efforts to manage work health and safety;
	+ follow all safety instructions and to work safely so they are not injured or cause injury to other people;
	+ report all safety hazards and risks they identify; and
	+ report all injury or near-miss incidents where a worker’s health or safety is at risk.

Signed:

Date:

### INTRODUCTION TO WORKPLACE HEALTH AND SAFETY

The law requires that:

* the business owner/manager provides a safe workplace and safe work systems.
* workers take care for the health and safety of people at the workplace.
* to help us both meet these obligations, you are expected to advise the owner/manager of any safety hazard or problem that you come across.
* The safety of visitors, contractors and other workers who enter this workplace is assured. You must look out for hazards to health and safety for family members and others who enter the business and let us know if you observe any.
* you cooperate and comply with our health and safety requirements to protect your own safety and the safety of others.
* our business embraces a Work Health Safety (WHS) Policy that employees have the responsibility to follow.

**PCBU - Person Conducting a Business or Undertaking** is responsible for:

* Consulting with employees and contractors about WHS matters.
* Providing a safe working environment.
* Maintaining safe systems of work.
* Providing relevant safety information, induction, training and supervision of workers.
* Keeping relevant WHS records.
* Protecting the health and safety of all other people who enter the workplace.

**Workers and contractors** are responsible for:

* Participating in regular workplace safety inspections, hazard audits and risk assessments.
* Complying with the WHS policies of the business and directions given relating to protecting the health and safety of people in the workplace.
* Protecting the health and safety of themselves and others in the workplace.
* Cooperating with the business’s WHS requirements.
* Reporting hazards that require attention to ensure the health and safety of people in the workplace.
* Suggesting improved methods to control risk.

### EMPLOYEE ENGAGEMENT IN WHS

It is essential that all employees are engaged with our WHS program. We operate in an informal and close-knit workplace so we are always open and approachable for any concerns you have about safety or any matter. In addition, we will:

* Have informal contact with all staff on a daily/weekly/fortnightly basis to cover the following points:
	+ Hazard and risk identification
	+ Training needs identified in the previous week’s work
	+ Ensuring first aid kits are up to date
	+ Ensuring personal protective equipment (PPE) is available and in good condition
	+ Understand incidences and near misses for the previous week

Our workers (employees and contractors) are made aware of these consultation arrangements during our safety induction:

LISTED ARE EXAMPLES OF CONSULTATION MECHANISMS – ADD OR DELETE AS APPROPRIATE

* We will hold annual health and safety meetings for all workers to consider and review health and safety practices in this business and resolve health and safety issues as they arise. These meetings will be timed prior to key activities – *(insert examples such as: before summer crop harvest in XXXX and/or winter crop harvest in March & and before summer crop planting in XXXX and/or winter crop harvest in September)*. During this meeting we will provide training as per the annual training calendar as well as a formal safety briefing and tool box talks to cover the upcoming activities in our workplace. Further meetings can be held on an as needs basis.
* A detailed WHS review will be conducted on an annual basis, as per the annual checklist. At this time, a full workplace audit will be conducted, inductions will be reviewed, safety facilities and systems will be reviewed and a training needs analysis will be conducted for each staff member.
* There is a whiteboard in the shed (DESCRIBE LOCATION). Please make note of any WHS issue on the board that requires attention quickly.
* There is also some space on the timesheet to note any WHS issues that need attention. It is expected that this will be filled in. Contractors are asked to note any WHS issues on their invoices.

### TRAINING, INSTRUCTION AND SUPERVISION

LISTED ARE EXAMPLES OF HOW TRAINING COULD BE PROVIDED IN YOUR BUSINESS – ADD, AMEND OR DELETE AS APPROPRIATE

Ensuring staff have the confidence and skills to complete any task that is asked of them is essential and important to us.

**If you are asked to do a task that you are not 100% confident of being able to do safely and effectively – stop and speak to your manager!**

Training, supervision and mentoring will be provided. We take training and mentoring in the workplace very seriously and do not expect staff to do anything that is unsafe or makes you feel uncomfortable.

* To address staff training needs, xxxxxx will conduct a post-employment skills audit.
* Training needs will be formally discussed during annual staff performance reviews. If issues arise between these interviews, please touch base with your supervisor.
* Identifying training needs will also be done on an informal basis. If you identify an area of your work that would be improved (both safety and productivity wise) by formal or informal training, further supervision or mentoring, discuss with your supervisor. It is essential you feel confident to do what you are asked. If you have any concerns, speak immediately to your manager immediately.
* An annual training calendar has been developed and will be reviewed at the annual safety meeting. While training is available at any stage to ensure staff are safe, this calendar will be used to map training activity to key high-risk activities and ensure training is provided at the most appropriate time.
* Before performing any job or using any machinery/equipment, we will assess our worker’s skills to ensure that they can do the job safely.
* Workers must not operate a machine which they have not been trained or instructed to use e.g. High-risk work licence for forklifts.
* Workers will be supervised while training in the safe operation of all plant and machinery.
* All plant and machinery must be operated as directed by the manufacturer’s Operators Handbook or as described in Safe Work Statement/Procedure.
* A record of all workplace training will be maintained in a Training Register located in the office.
* All workers will be given instruction for work and jobs to be done safely. If you do not understand any instruction or directions given to you, please ask for a clearer explanation or demonstration of work or jobs to be performed.
* All workers are required to follow instructions given to them by the manager. If you have not been trained or instructed to use machinery or equipment to carry out your work, do not use it.
* Your safety can be monitored and supervised using UHF radios or mobile phones. We have considered the types of emergencies that may occur and have planned for them.
* When work is being done alone or at night, we will ensure that you have a UHF radio or mobile phone.

### HAZARDS ON THE *FARM/BOAT*

LISTED ARE EXAMPLES OF HOW HAZARDS COULD BE IDENTIFIED IN YOUR BUSINESS – ADD, AMEND OR DELETE AS APPROPRIATE

There are a number of hazards associated with working in Primary Industries. It is important that all hazards are regularly monitored and reported. Hazards can be recorded and reported in the following ways:

* Notify the *farm manager/skipper* as soon as possible, add it to the white board in the shed, note it on the time sheet or communicate it over the internal UHF radio to be entered into the hazard register.
* An annual workplace inspection will be conducted and will involve all workers. This will be conducted using checklists for hazards such as tractors, slashers, mulchers, irrigation pumps, workshops, harvesting machinery, vehicles etc.
* The farm/boat manager is responsible for managing the health and safety of all workers (contractors and employees). The results of the farm/boat audits and control options will be considered by our workers at our safety meetings.
* Records are kept of farm/boat safety inspections and health and safety audits.
* A hazard register will be maintained at the workshop. Any employee can enter hazards into the register directly or they can transfer from timesheets or the white board. If a staff member identifies a hazard during the work day, communicate it to xxxxxxxxxxx who will add it to the register, assess the risk and arrange risk control. A record of the tool box meetings, all timesheets and the annual farm/boat inspections will be kept at the business office.
* A map of our farm/boat is available. Marked on the map you will find hazards that we have identified, which may affect the work that you do on the farm/boat, or may be particularly hazardous to your work. These include:

LIST/AMEND AS APPROPRIATE

* + Powerlines
	+ Channels
	+ Dams
	+ Wet areas
	+ Dry weather only roads
	+ Boat access

### BEING READY FOR EMERGENCIES

Being able to respond quickly and appropriately to an emergency is critical. We have identified that the most common emergencies that will be encountered in our workplace are:

CONSIDER COMMON EMERGENCIES IN YOUR INDUSTRY AND AMEND ACCORDINGLY

* Medical emergency – where someone is not breathing, bleeding or their heart is not beating.
* Chemical emergency – where pesticide or petrochemicals pose risk of injury or poison to personnel or the environment.
* Fire - where fire poses risk to personnel, infrastructure or the environment.

We have developed emergency response plans for these emergencies which you will become familiar with during your induction. These response plans will be displayed in the workplace and discussed during team meetings. Ensure you are comfortable with these responses so you can act appropriately in a panicked emergency situation.

* If you have mobile phone service, in the case of an emergency, call Triple Zero (000) for ambulance, fire brigade or police. Be precise and stay calm.
* In the instance you do not have mobile phone service, or would like to raise attention on the *farm/boat*, we rely heavily on our UHF radio system.

In addition, the following points will help you be prepared to respond to an emergency:

LIST THE EMERGENCY PROVISIONS IN YOUR BUSINESS, WHICH COULD INCLUDE:

* Update the Emergency ID/Health App on your smart phone. This will enable emergency services to quickly get a handle on any health concerns and get in touch with your next of kin.
* Download Emergency+ App onto your smart phone. If you have service, this will allow you to call emergency services directly and provide your exact GPS location.
* During your induction, we encourage you to disclose medical information to your employer that is critical in an emergency. This includes allergies as well as medical conditions such as asthma, epilepsy or diabetes. This will allow your employer and the team to know how to help you in a case of emergency.
* Before starting your day, always let someone know your planned location on the *farm/boat*. Please update your location if it is to change during working hours.
* Advise your manager of any prescribed medications that you need to take during work hours. This is particularly important if you need to take asthma medication.
* Emergency telephone numbers are located at the telephones/UHF radios located in the shed, and on all motor vehicles.
* First Aid kits are available in the shed and key motor vehicles.
* The person in this business who is trained in First Aid is *xxxxxxxx*.
* The emergency plan is located at the shed and attached to this document.

### TELEPHONE USAGE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

Mobile telephones are a critical part of our business for work related communication and for safety reasons.

During work hours, telephone use is to be restricted to work related calls and emergencies. Use of a mobile phone for personal reasons is discouraged. Break times can be used for personal phone use.

While at times, *farm/fishing* tasks can be perceived to be mundane and not require a lot of concentration, it is paramount that you are focused on the task at hand. This includes not using a mobile device.

### WORK CLOTHES & HYGIENE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

You are expected to come to work dressed in suitable clothes, which do not pose a safety risk. Uniforms are provided and encouraged to be worn. These include:

* Suitable work boots with non-slip soles for work on the *farm/boat*.
* Work overalls, long leg trousers or sensible work shorts.
* Long sleeved shirt (preferably), buttoned at the wrist, or rolled up in such a way that no loose ends can be caught in machinery or on protruding materials.
* Shirts tucked into trousers, and no loose clothing that could be caught in machinery, including cords of jackets etc.
* A suitable hat for outdoor work is encouraged, with preference towards a wide brimmed hat.
* Good personal hygiene will help to reduce the risk of illness due to infection or contamination with hazardous chemicals that you may be exposed to.
* Ensure that you wash up after working and after handling pesticides, dogs or other animals, especially before eating.
* Make sure that your work clothes are washed regularly. You will need to wash them daily if you’re working in areas that have been sprayed with pesticides. Never re-wear clothes that have been contaminated with pesticides.
* Smoking inside buildings, *farm/boat* vehicles or cabined machines is strongly discouraged.
* Keep up to date with your tetanus vaccinations.
* Do not be in possession of, consume or be suffering the effects of alcohol or any illicit drug.
1. **ALCOHOL AND DRUGS**

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

## Alcohol

* **A blood alcohol level of ZERO is required to operate heavy vehicles and machinery.**
* A worker will *not* be allowed to start work or continue work who is found or assumed to be drinking alcohol at work or under the influence of alcohol at work.
* *xxxxxxxx* will not tolerate the safety and lives of its workers being placed at risk. We therefore reserve the right to use breathalyzers, if necessary, where it is suspected that a worker is working under the influence of alcohol.
* An worker who is found under the influence of alcohol will be stood down immediately.

## Drugs

* **No drugs are allowed during working hours or at any-time on property of XXXXX unless they are prescribed by a doctor.**
* An employee who is taking or has taken drugs and is under the influence of drugs at work will be immediately dismissed.
* *xxxxxxx* reserves the right to a random drug test if any employee is suspect of drug use.

### USE OF PROTECTIVE CLOTHING AND EQUIPMENT

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

Protective clothing and protective equipment is provided for your protection for some hazardous tasks. You must use these as instructed and keep them clean and in good order.

You must let the manager know if protective equipment is damaged or not available, or if you are having difficulty in using the equipment provided. Protective equipment includes:

* Ear muffs or plugs where loud noise is a problem.
* A helmet for head protection when riding a motorcycle/quad.
* Protective gloves, respirator, overalls when handling pesticides, and when working in contaminated areas.
* A face mask or respirator when dust is a problem, or if you suffer from asthma or other respiratory condition.
* Welding helmet, gloves and other protective clothing when welding; or goggles when using oxyacetylene.
* Sunscreen when you are working outdoors in direct sunlight.

### CHILDREN IN THE WORKPLACE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

* There are children in this workplace. Their safety must be the highest priority. Please be careful when driving vehicles or machinery, never reverse without checking for children first.
* Given *farming/fishing* is one of the most dangerous occupations, children are not permitted at work under any circumstance. In the instance you are required to care for a child, the expectation is that you will do it in the safety of your home.
* Under no circumstances are children allowed on quad bikes, on the tray of utes, trailers or implements.
* Children are to play in a designated play area. Children are not allowed in the workshop area or near the office.

### ADEQUATE FOOD AND WATER

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

It is most important to make sure that you have plenty of clean water with you during the workday, especially in hot weather.

* Before setting out each day, you must ensure that you have adequate food and water (at least 5 litres of water) to last the day.
* Surface water on the *farm/boat* is NOT suitable for drinking. It may be contaminated by pesticide or animal waste.
* Water bottles can be filled at the sheds where there is potable drinking water available.

### FATIGUE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

There are certain times of the year when we are very busy on this *farm/boat*. At these times it is often necessary to work overtime and during the night.

* Fatigue increases the risk of accident and injury for operators of machinery as reflex times will be slowed and concentration lost. You are encouraged to take short breaks to reduce fatigue during these busy times.
* Fatigue management is important to us. If you have a concern with fatigue, discuss with your supervisor immediately and appropriate arrangements will be made.

### ELECTRICAL SAFETY

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

All electrical installation and maintenance is performed by a licensed electrician. Residual Current Devices (RCDs) are fitted to all electrical power boards and are inspected and tested regularly.

All power extension cord sets and portable power tools are regularly checked for wear. It is important that any piece of electrical equipment is inspected prior to every use.

1. **FIRE SAFETY – INCLUDE WORKSHOP/MACHINERY**

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

**Many aspects of the *farming/fishing* environment can pose a fire risk.**

* All workers are to remain alert for the sight or smell of smoke.
* All workers are to be familiar with the fire emergency plan.
* There are fire extinguishers located in the workshop, chemical storage and key vehicles. The fire extinguishers are regularly checked by *xxxxxxxxx.*
* Smoking is not permitted where there is a high risk of fire for e.g. fuel storage, machinery etc.

### RIDING THE MOTORBIKE/QUAD/SIDE-BY-SIDE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

We acknowledge that use of motorbikes, particularly ATVs/quads is very dangerous. To this end, they are to be used only by trained and experienced operators. When operating motorbikes, you should:

* Wear suitable clothing including tough trousers and boots. A helmet must be worn when riding the motorcycle or quad. Work or riding gloves may be needed.
* Before setting out at the beginning of the day, conduct a daily safety check: refuel, check the tyres, guards and chain tension, and check that the brakes are in good working order.
* Read the rider’s manual for any motorbike, quad or side-by-side that you ride.
* NO passengers are allowed on the quad.
* The speed limit for all vehicles in the workplace must suit driving conditions.
* Under no circumstances are children allowed on quad bikes, on the tray of utes, trailers or implements.
1. **VEHICLE SAFETY**

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

* Vehicles are to be operated to driving conditions and to the operator’s experience.
* All state and national road and traffic laws are to be adhered to.
* Keep vehicle doors closed at all times.
* Drivers should stay on designated roads at all times and not take any unauthorised shortcuts.
* Wherever possible, avoid using black soil/clay roads when wet.
* A speed limit of 20kph is to be strictly observed near any machinery, workshops and houses.
* All mobile plant and other machinery have the right of way at all times.
* No vehicles are allowed off the farm without the permission and supervision of management.
* Park vehicles well away from operating machinery, in particular earthmoving, and construction equipment and sites.
* Under no circumstances are children allowed on company owned quad bikes, on the tray of utes, trailers or implements.
* Under no circumstances are vehicles to be operated under the influence of drugs or alcohol.

### HANDLING CHEMICALS ON THE WORKPLACE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

Chemicals that we may use on this *farm/boat* include pesticides to kill or control insects, weed, fungal disease, mice and/or rats, and fertiliser. Fuels are also hazardous chemicals.

* All persons handling pesticides must follow the instructions detailed on the label and safety data sheets for mixing and applying pesticides.
* Safety Data Sheets are available xxxxxxxx
* If you cannot read or understand the instructions, you must ask for help before continuing.
* Protective clothing and personal protective equipment (PPE) must be worn as stated on the label.
* When you have finished any job involving chemicals, the product should be stored appropriately.

### MACHINERY OPERATION AND MAINTENANCE

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

* Before starting any machinery, you must undertake a safety check. This includes checking the condition/level of fuel, oil, water, transmission fluid, tyres, brakes and guards.
* You should report to the manager any malfunction or condition likely to affect the safe operation of the machine that you cannot repair before operation. This includes guards that are damaged or missing, which expose moving parts of machines, causing a safety hazard.
* When leaving a machine with the engine running, you must ensure that equipment is in a safe state and the machine is in ‘park’.
* Whenever you remove a guard to undertake machinery maintenance, or to clear a blockage, you must replace that guard after finishing the repair and/or before restarting the machine.
* Before working under machinery, you must ensure that the machine is adequately blocked and supported.
* Keep in mind the need to be aware of the location of overhead powerlines when using and moving tall machinery.
* No person is allowed to ride on machinery or trailers.
* Machinery is to be cleaned thoroughly between key activities with all rubbish, tools and spare parts to be removed from the cab.
* Where possible, avoid reversing machinery due to poor rear visibility.

### SNAKES, SPIDERS, BEES, TICKS AND SCORPIONS

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

* If you come across a snake, move away quickly and let the snake move away. If other workers are in the vicinity, let them know where the snake has moved.

If bitten by a snake, do not wipe the bite, apply a ‘pressure immobilisation bandage’ over the bitten area. Apply a second bandage commencing at the fingers or toes rewarding. The health and safety of all the people who work (and live) on this worksite is the most important responsibility that we all share.

* It is important that you understand your health and safety responsibilities. We want you to also understand the commitment that we as owners and managers of this workplace have made to (depending on location) and wind up as far as possible. Immobilise the limb with a splint, and keep the limb as still as possible. Use the communication system to get medical help urgently.
* If bitten by a red back spider, use a cold compress to relieve pain. Do not bandage the bite and keep observing the person for any signs of deterioration. Seek medical advice for any further treatment.
* If bitten by a funnel web spider, use the same treatment as for snake bites - apply a ‘pressure immobilisation bandage’ over the bitten area. Use the communication system to get medical help urgently.
* If a tick has burrowed under your skin, remove with fine tweezers by grasping behind the head and removing carefully by pulling straight out, ensuring the entire body is removed. Seek medical advice for any further treatment.
* For bee or scorpion sting, remove the stinger, apply a cold compress to reduce pain and swelling. If you experience the onset of allergic reaction, apply ‘pressure immobilisation bandage’ and use the communication system to get medical help urgently.

### INJURY REPORTING

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

Safety reporting is imperative to ensuring our workplace remains safe. We keep a *farm/boat* Injury Register on this *farm/boat*. Any injury or illness that results from your work on this worksite must be recorded in this register. We record all injuries/illness whether minor or major. Please contact the owner/manager for an Injury Register form.

Work Health and Safety (WHS) and Workers Compensation legislation requires employers keep a record of work-related injury (including contractors). ***In the event a serious injury or illness, a death or dangerous incident, the appropriate Work Health and Safety Authority must be immediately notified.***

In addition, Workers Compensation insurers require employers to provide a record of the work-related injury and notify their Worker Compensation insurer within ***a 48-hour period*** of the accident.

### RULES AND REGULATIONS OF ACCOMMODATION

AMEND POLICY TO REFLECT THE EXPECTATIONS AND REQUIREMENTS OF YOUR BUSINESS

### These rules and regulations are applicable to all employees residing on the property. Failure to comply with these rules could result in accommodation being withdrawn or dismissal:

* Housing supplied by the property should be maintained and looked after as you would your own. Please report any damage to management so that the problem can be fixed promptly.
* Lawns and gardens should be maintained to a satisfactory level. A lawn mower is supplied on the property and may be used at any time with the permission of management.
* Management reserve the right to inspect all houses twice yearly.
* Permission must be obtained from management to keep pets. Pets must be kept under control at all times. Pets are not allowed in houses and must be restrained in the evening.
* Firearms will only be permitted in the accommodation with management’s permission and in accordance with the Law.
* Sharing of accommodation on a permanent basis with anyone who is not immediate family, not employed with *xxxxxxxxx* is not allowed unless prior permission is obtained.
* Employees involved in violent behavior, fighting, disturbing the peace, misconduct or theft shall be liable to have their accommodation withdrawn immediately and may be dismissed.
* Garbage must be placed into waste bins provided at sheds. Recycling and Garbage is to be sorted according to signage.
* Recreational activities during personal time such as fishing, motorbike riding, swimming or shooting on the property needs to be done after discussion with management.

**The safety of people on this *farm/boat***

**takes precedence over all other considerations**

**– especially when we are under pressure!**

**Declaration:**

I have read the work health and safety instructions in this leaflet, discussed them with the manager and understand and accept my responsibilities.

I agree to do what is required of me to ensure that the health and safety of all people are protected in this workplace.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee) Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manager) Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director) Date: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print)

DISCLAIMER

This document does not, in any way, excuse a person from doing all that is reasonable to ensure the health and safety of themselves and others. Legislative requirements vary between states and territories. Therefore, it is necessary to check with the relevant state or territory occupational health and safety authority for appropriate information.