


Date:	karapirocleanfill@hotmail.com	
Inducted by:	459 Maungatautari Road	
<i>Site (Property) Specific Induction Form</i>		
Name:	Phone Number:	
Position:	Employer:	
Next of Kin & Contact Number:		
EMERGENCY PLAN - FIRST AID KIT - FIRE EXTINGUISHER		
The above is Located at the main office - 459 Maungatautari Road, Cambridge		
We thank you in advance for working with us to keep everyone safe. If you have any questions, or would like more information please let us know.		
Site Information		
A site map is available and must be strictly adhered to as where to dump clean fill Gates are standard width and can be accessed easily		
Site Rules		
<p>Complete entry docket at gate when arriving at site Please use Channel 11 on down hill and up hill travel Strictly a 15km/hr speed limit in all vehicles Down hill traffic to give way to uphill traffic Reverse night lights required to be on at all times whilst backing up to the pit You must wear Personal Protective equipment as directed (minimum hard hat and steel cap boots) There will be no dumping after 6pm, unless emergency work and pre organised All Night work require a minimum of 2 staff members, as 1 must act as the spotter Please inform office if mud has been taken onto road</p>		
Site Health and Safety		
<p>Be aware of surroundings and proceed with caution down steep tracks and in dumping area as there are obstacles that can be hit If there is a main dump happening the stock will be removed from the entrance paddock, otherwise stock will be in and around the quarry. Proceed with care You must advise management of any hazard that you think is not being adequately controlled You are responsible for the safety of yourself and others and must carry out work in a safe manner Any person who deliberately or negligently acts in a manner that is likely to cause serious harm to themselves or others is liable for removal from site at the first offence</p>		
I HAVE READ AND UNDERSTOOD THE ABOVE SITE RULES:		SIGNED:
Please turn over to continue with your induction		

As part of our commitment to the Health and Safety at Work Act 2015 as well as our commitment to keeping you, our staff and any other visitors safe, we need to provide some additional information regarding our workplace.

SITE HAZARDS:

Below outlines the hazards that you may find present in this workplace:

HAZARD	LOCATION	ACTIONS TO MANAGE
Visibility	Upon leaving road and entering the site	Ensure space and allow traffic to pass
Steep rubbish drop off's	Side of tracks throughout site	Stay clear
Narrow and steep tracks	throughout the entire site	Stay clear
Open waterways (River)	Bottom of the site	Very visible. No go Zone
Stock throughout site	throughout the entire site	Be aware
Heavy Machinery	throughout the entire site	Keep clear at all times
Trees	throughout the entire site	Be aware
Troughs	throughout the entire site	Be aware
Stumps	throughout the entire site	Be aware
Fences	throughout the entire site	Be aware
Concrete slabs in site	throughout the entire site	Be aware

As a contractor working on our property, you acknowledge that this induction process signifies:

Please tick in the following boxes, then sign the bottom of this form.

- | | |
|---|--------------------------|
| 1. You have received this induction & have read & understood it. | <input type="checkbox"/> |
| 2. You will cooperate with the following rules:
Gain permission from the property owner/manager to enter the workplace.
You will leave the workplace immediately if asked to by the property owner/manager.
If children accompanying the driver, they MUST Stay in the vehicle
You will manage the safety of anyone who comes to the workplace & ensure they understand and follow our health & safety processes. | <input type="checkbox"/> |
| 3. I understand the importance to & will accurately report and record accidents, near misses and OFI's. | <input type="checkbox"/> |
| 4. Emergency Situations - I have been told and understand what to do when there is an event. | <input type="checkbox"/> |
| 5. I understand how to identify Hazards and that I should inform the Site Office/House if I see a new hazard. | <input type="checkbox"/> |
| 6. First Aid- I have been made aware where the first aid kit is located. | <input type="checkbox"/> |
| 7. I will always wear my personal protective gear as required | <input type="checkbox"/> |
| 8. Access and Egress - I have been shown where to enter and leave the site. | <input type="checkbox"/> |
| 9. I will not physically abuse or verbally threaten anyone. | <input type="checkbox"/> |
| 10. If see a team mate or contractor working unsafely onsite I will stop them | <input type="checkbox"/> |

Once you have read & understood this induction process, please sign the completed form. A copy can be provided to you should you request.

I HAVE COMPLETED THE SITE INDUCTION AND HAVE READ AND UNDERSTOOD ALL THE ITEMS LISTED

Contractors Signature: _____

Site Contact Person: _____