

Notes on Induction Matters for Labour Hire Personnel

BGC Harmony and Metal Roofing, Insulation, Affinity and Commercial Windows, along with their Contractors, are committed to provide a safe environment for everyone who is engaged by them for construction site work.

Whenever you are on site, you are required to observe the safety procedures that will be explained to you by your appointed supervisor. You will be made aware of the hazards in your workplace, any restricted areas, and the procedures to be followed before commencing work.

If you have any concern regarding our safe work practices, raise the matter with your site supervisor. If you see a situation you consider to be a safety hazard, report it to your supervisor. Alternatively, you may contact the Safety Manager on 9334 4600

Your supervisor is about to explain some safety matters to you using the check list that is overleaf. When you have completed this, please sign your name to indicate that you have understood the safety requirements and agree to work by them.

Please give this signed document to your supervisor before commencing work.

We wish you a safe employment while you are part of our team.

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1. Know who your supervisor is. He or she is responsible for your safety while you are on site. You will not be asked to work without supervision at any time.
2. Confirm your hours of work. If what your supervisor indicates poses some problem, sort this out straight away.
3. There should be a toilet on site. If not, your supervisor will tell you the alternative.
4. Your supervisor should have a first aid kit, or have access to one on site. Know the procedure if a serious accident occurs.
5. Check carefully with your supervisor that the PPE you are wearing is suitable for the work you will be doing. All that is listed may not be required, but at least there has been a check.
6. You may be unfamiliar with a building or construction site. Your supervisor will make you aware of the major hazards you may encounter. For example, you may be working on a sloping roof rather than an even ground surface.
7. Job Description. Your supervisor will explain your task. If you have concern about any part of this, sort it out straight away.
8. Manual Handling. Your supervisor will explain what lifting and moving you may have to do as part of your task, and explain how this will be done, either by hand or mechanical means.
9. You may be asked to use a piece of plant or machinery that is unfamiliar to you. Your supervisor will ensure that the equipment is safe for you to use, and explain the safe operation of the equipment. You should only indicate agreement with this when you are satisfied you know how to operate the equipment safely.
10. Working at heights. You may be unfamiliar with working at a height. Your supervisor is responsible to ensure that all regulated protective measures are in place, however not all hazards can be totally eliminated.
11. Your supervisor will advise you if you are expected to work with materials that are considered hazardous. A Material Safety Data Sheet will be available for this material for you to read.
12. Scrap material and rubbish can present a hazard on site. Your supervisor will show you where and how to dispose of rubbish.
13. Under the Occupational Safety and Health Act of WA both employers and employees are required to exercise a duty of care in the workplace. Employers are required to provide and maintain workplaces, plant, and systems of work such that, so far as it is practicable, employees are not exposed to hazards. Employees shall take reasonable care to ensure their own safety and health at work, and avoid adversely affecting the safety or health of any other person through any act or omission at work.
14. When you are satisfied that you have been thoroughly instructed on the above matters, please sign the declaration. Have your supervisor sign it also. Give the signed copy to your supervisor.

REMEMBER, IF IN DOUBT, ASK