

LABOUR HIRE INDUCTION QUESTIONS



Name:

Date:

1. What are the 4 x KI Group documents required to be filled out before you can commence work with KI Group?

2. What are your requirements as a KI Group employee if you are unable to attend work?

3. How often are your wages paid to you as an employee of KI Group?

4. What day of the week / fortnight are you required to submit your signed authorised timesheet for processing?

- a. What time is the cut off to have your timesheet submitted for processing?

5. Who has the responsibility to submit your timesheet for processing in order for you to be paid?

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6. What do you do if you have an issue / concern with your pay?

7. What is your requirement if your circumstance change i.e phone number, address etc

8. Name 2 x responsibilities of KI Group under the OSH act required to directly employ you.

1.

2.

9. Name 4 x requirements under the OSH act that your host employer has a legal obligation to complete in order to be your host employer?

1.

2.

3.

4.

10. List KI Group's 5 x Minimum PPE requirements?

11. Give an overview of your requirements to comply with KI Group's code of conduct.

12. What are you required to do if you feel you are the victim of sexual harassment of workplace bullying.

13. KI has a fit for work policy. What does this mean?

14. What is your requirement as a KI employee if you witness hazards in the workplace?

15. List the immediate action you should take if you are injured in the workplace?

16. List 3 x symptoms of fatigue.

17. List 3 x hazards associated with operating mobile plant? (Motorised mobile equipment)

1.

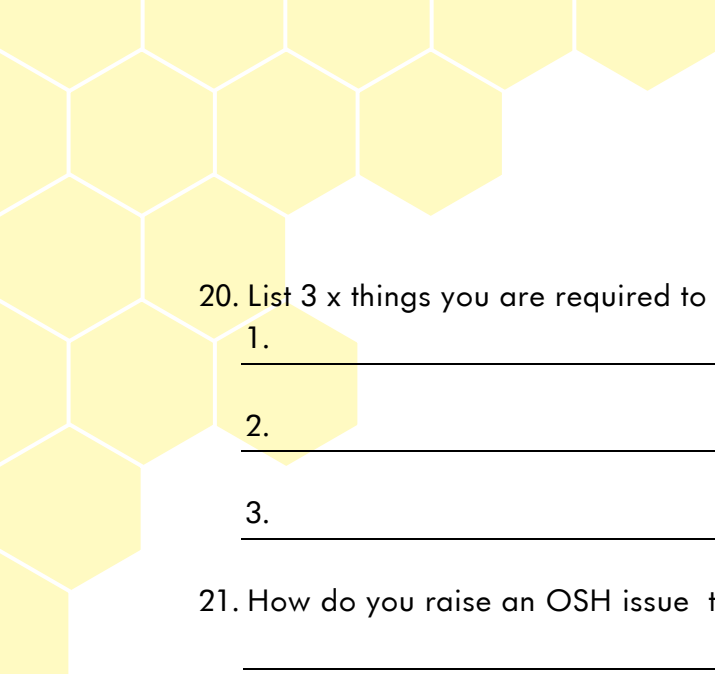
2.

3.

18. List 3 x things you should do before completing a manual handling task.

19. What is the goal of any isolation system?

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20. List 3 x things you are required to do before working on any isolated equipment?

1.

2.

3.

21. How do you raise an OSH issue that arises at your workplace?

22. What phone number do you call if you are involved in an incident or injured outside of KI Group's office hours?

23. Are you comfortable that the KI Induction has covered your concerns working for KI as a direct employer?

POST INDUCTION:

I have answered the KI induction Questionnaire to the best of my ability and understand all questions in full.

I have the following questions / comments regarding the KI Induction, to which I would like to take up with my KI Representative.

Name Printed Employee: _____

Signed Employee: _____

Date: _____

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I have identified the incorrect answers on this induction and have informed the KI Employee of the correct answers and what they mean. I am comfortable this employee has the basic knowledge of HSE & the KI Induction process to work on a KI Site . YES / NO (please circle)

Signed KI Witness: _____

Date & Time : _____