



CONVOY TRANSPORT PTY LTD

Worker Induction Handbook

Table of Contents

<u>Welcome to Convoy Transport Pty Ltd.....</u>	<u>3</u>
<u>Workplace Agreement/Contract.....</u>	<u>4</u>
<u>Convoy Transport Pty Ltd OHS Statement.....</u>	<u>5</u>
<u>Convoy Transport Pty Ltd Organisational Chart.....</u>	<u>6</u>
<u>Safety Rules</u>	<u>7</u>
<u>Induction Checklist.....</u>	<u>12</u>

Welcome to Convoy Transport Pty Ltd

Welcome to Convoy Transport Pty Ltd.

We are delighted you are joining us as a (insert role title). We are pleased that you have chosen to join our enterprising organisation.

You will be working in an environment where people have a strong work ethic, which advances Convoy Transport Pty Ltd, in the broader business community.

Integral to our success is our international, diverse, and talented workers – a group that you will now strengthened.

The enclosed information is designed to serve as an introduction to the Workplace Occupational Health and Safety obligations of Convoy Transport Pty Ltd and provide resources that will assist you understanding what role you play in contributing to our overall OHS management.

Above all, we wish you every success and hope, like us, you will find Convoy Transport Pty Ltd an inspiring place to work.

Warm Regards,

Jason Haywood
Managing Director

Workplace Agreement/Contract

Add Workplace Agreement / Contract here

Convoy Transport Pty Ltd OHS Statement

Convoy Transport Pty Ltd recognises its moral and legal responsibility to provide a safe and healthy work environment for workers (including contractors and workers of contractors), customers and visitors to the workplace.

The OHS System has been approved and endorsed by the Organisation and Senior Management of Convoy Transport Pty Ltd.

It is expected that all persons are inducted before starting work at Convoy Transport Pty Ltd. Convoy Transport Pty Ltd requires all relevant persons to adhere to the contents of the OHSMS.

Convoy Transport Pty Ltd Organisational Chart



Safety Rules

<p>INDUCTION</p>	<ul style="list-style-type: none"> ◆ All workers/ visitors must receive a site-specific induction, including explanation of the workplace Safety Rules ◆ All relevant persons must read and follow the workplace Safety Rules
<p>SUPERVISION</p>	<ul style="list-style-type: none"> ◆ All workers must be adequately supervised ◆ Supervision levels will be decided on risk level of task and experience of workers ◆ Visitors will be accompanied by site representative at all times whilst at the workplace
<p>LICENSING PERMITS</p>	<ul style="list-style-type: none"> ◆ All persons must have appropriate and current licences and permits <ul style="list-style-type: none"> • Hot Works Permit • EPA permits • Local Council Permits • Drivers Licence
<p>PPE</p>	<ul style="list-style-type: none"> ◆ All workers/visitors must wear designated PPE when at the workplace ◆ PPE must meet relevant Australian / New Zealand Standards ◆ PPE must be suitable for the type of work and the hazards involved ◆ PPE must be kept in good working order, clean and hygienic ◆ PPE must be of suitable size and fit to be reasonably comfortable for workers to wear for required duration ◆ PPE must be maintained, repaired and replaced as per manufacturer's instructions ◆ Workers must be trained in the proper selection, use, maintenance and storage of PPE ◆ Workers must use PPE for its designed purpose and comply with information, training and instructions for use

Safety Rules

<p>TRAFFIC MANAGEMENT PLAN (TMP)</p>	<ul style="list-style-type: none"> ◆ Written TMP for the workplace must be communicated to all workers and visitors at the workplace ◆ Controls in the TMP must be suitable for the conditions of the workplace and followed by all persons ◆ Speeds of vehicles must be suited at the workplace conditions and as per the limits set out in the TMP ◆ The maximum speed limit at the workplace is (<i>inset speed limit here</i>) km/h in good conditions ◆ Pedestrians must not enter exclusion zones as marked on TMP
<p>SAFE WORK INSTRUCTIONS (SWI)</p>	<ul style="list-style-type: none"> ◆ SWI must be developed in consultation with relevant persons for high-risk tasks ◆ SWI are to be provided to the Organisation and must contain suitable risk controls ◆ SWI must be complied with at all times ◆ Copies of relevant SWI must be kept at the clinic at all times and accessible to workers ◆ Adequate supervision must be provided to ensure SWI are being followed ◆ SWI must be reviewed and monitored as required ◆ SWI must be updated to reflect any changes required and all updates communicated to relevant persons
<p>DRUGS & ALCOHOL</p>	<ul style="list-style-type: none"> ◆ Persons must not operate any plant or equipment whilst under the influence of drugs or alcohol ◆ Alcohol and illegal drug use will not be tolerated at this workplace. Persons are not to arrive at the workplace under the influence of alcohol or illegal drugs and must not partake of these substances whilst on any Convoy Transport Pty Ltd's premises ◆ Workers must abide by the Drug and Alcohol Policy and Procedure

Safety Rules

<p>ELECTRICAL SAFETY</p>	<ul style="list-style-type: none"> ◆ All electrical equipment must be inspected before use ◆ Unsafe electrical equipment or installations will not be permitted at the workplace ◆ All electrical equipment must be tested and tagged as per OHS legislation and relevant Australian / New Zealand Standard ◆ Suitable Residual Current Devices (RCD's) must be in use for all socket outlets and portable electrical equipment at the workplace ◆ Electrical work on energised equipment is not permitted unless authorised ◆ A documented Risk Assessment must be completed before any work on electrical plant or equipment commences.
<p>WORKER RESPONSIBILITY</p>	<ul style="list-style-type: none"> ◆ All persons at the workplace must treat each other professionally ◆ Workplace bullying and/or violence or practical jokes will not be tolerated at this workplace ◆ Workers must take reasonable care for their own health and safety and ensure that their actions (or inactions) do not put others at risk ◆ Workers must comply with SWI policies and procedures at the workplace ◆ Workers must participate in health and safety meetings and agreed consultative arrangements where possible
<p>WORKPLACE AMENITIES</p>	<ul style="list-style-type: none"> ◆ Amenities may be shared and should be left in a clean and hygienic manner, free of contamination ◆ Amenities must only be used for the purpose that they are designed for ◆ All persons are responsible for cleaning the break room areas ◆ All persons to report any hygiene issues associated with toilet facilities if detected ◆ Workers are invited to discuss the adequacy of workplace amenities at any time to ensure they meet the requirements of the

Safety Rules

	<p>workplace</p> <ul style="list-style-type: none"> ◆ Toilet facilities are provided (specify all areas) ◆ Wash/showering facilities are provided (specify all areas) ◆ Lunch room/break rooms are provided (specify all areas)
<p>HOUSE KEEPING</p>	<ul style="list-style-type: none"> ◆ All persons at the workplace must clear away waste in a reasonable timeframe to avoid build-up of waste materials ◆ Waste materials must not be stored in walkways or other areas where it may pose a risk to others ◆ Spills must be cleaned up quickly
<p>HAZARDOUS SUBSTANCES</p>	<ul style="list-style-type: none"> ◆ Safety Data Sheetss must be provided for all substances – including fuels, brought to the premises ◆ Substance waste must be disposed of responsibly and in accordance with the Substances Management Policy and Procedure
<p>MOBILE PHONES</p>	<ul style="list-style-type: none"> ◆ Persons operating mobile plant/vehicles must not use their mobile phones while operating plant or machinery. This includes making and receiving calls, sending/receiving texts, or accessing any other features
<p>SMOKING</p>	<ul style="list-style-type: none"> ● Smoking cigarettes is not permitted in the workplace ● Outdoor smoking stations have been set up: (specify all locations)
<p>PUBLIC SAFETY</p>	<ul style="list-style-type: none"> ◆ All persons at the workplace must take reasonable care to protect members of the public from risks arising from work undertaken at the workplace ◆ All persons must follow procedures, such as Traffic Management Plans, and task-specific SWI, to protect public from risks associated with hazardous work, operating plant and/or use of hazardous substances ◆ Materials must not be thrown from heights into areas where person may be below

Safety Rules

SECURITY

- ◆ Where pedestrian detours are required, pathways must be free of traffic, plant, equipment, live electrical cabling, slips, trips, falls risks and other hazards
- ◆ Workers must comply with all EPA and other Regulator-issued licences and permits designed to protect the public
- ◆ All persons must follow security protocols at the workplace
- ◆ Access/Exit to the workplace will be controlled by temporary fencing to prevent unauthorised access
- ◆ All persons must sign-in and make their presence known to workplace management representative

Induction Checklist

Workplace rules	<input type="checkbox"/>	Task-specific risk controls	<input type="checkbox"/>
Workplace access / egress	<input type="checkbox"/>	SWI/Risk assessments	<input type="checkbox"/>
Workplace hazards/risks	<input type="checkbox"/>	PPE requirements	<input type="checkbox"/>
Workplace risk controls	<input type="checkbox"/>	Fit for Work requirements	<input type="checkbox"/>
Emergency assembly areas	<input type="checkbox"/>	Code of Conduct	<input type="checkbox"/>
Emergency evacuation route	<input type="checkbox"/>	Safety of personal equipment	<input type="checkbox"/>
Emergency contact details	<input type="checkbox"/>	No Go Zones for pedestrians	<input type="checkbox"/>
Communications equipment	<input type="checkbox"/>	Parking areas	<input type="checkbox"/>
Nearest medical facilities	<input type="checkbox"/>	Supervisory arrangements	<input type="checkbox"/>
Trained First Aid personnel	<input type="checkbox"/>	Disciplinary procedures	<input type="checkbox"/>
Contact details for First Aiders	<input type="checkbox"/>	Location of amenities	<input type="checkbox"/>
Location of first aid kit/s	<input type="checkbox"/>	Location of break room	<input type="checkbox"/>
Location of fire protection equip	<input type="checkbox"/>	Location of administration forms	<input type="checkbox"/>
Health Safety Representatives (HSR)	<input type="checkbox"/>	Injury/incident procedures	<input type="checkbox"/>
OHS Manager details	<input type="checkbox"/>	Location of drinking water	<input type="checkbox"/>
Contacts details for HSR	<input type="checkbox"/>	Lockout/Tagout procedures	<input type="checkbox"/>
Consultative arrangements	<input type="checkbox"/>	Working around mobile plant	<input type="checkbox"/>
Hazard reporting procedures	<input type="checkbox"/>	Anti-Bullying protocols	<input type="checkbox"/>
Workplace security	<input type="checkbox"/>	Money Handling	<input type="checkbox"/>
Recycling & Waste Management	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Name of Inductee (Print)		Date:	
Inducted by (Print):		Date:	