# training and induction

# Form 16 - Induction

Induction is about providing new workers and/or contractors accurate information about their work, safety expectations and safety procedures such as where the first aid kit is located, the emergency evacuation plan, exits, fire extinguishers.

**General Information**

Participants could be provided with information about:

* The parish: parish structure, role of the parish council and the parish finance committee, the school.
* The goals of the parish: what the parish is trying to achieve, the strategic plan, insight into the hopes and aspirations of the parish.
* Reference and copies of parish and archdiocesan policies: the Archdiocesan WHS Policy, parish policies in relation to evacuations, health & safety, bullying & harassment, privacy.

**Specific Information**

* Details of the tasks in which workers are to be engaged, that is, the specific tasks that workers will undertake.
* Introduction to supervisors and colleagues.
* Clear instructions about the importance of taking care of their own safety, being conscious of steps, floor surfaces, the location of exits, first aid facilities, access to fire extinguishers, use of protective equipment.
* Reference to safe operating procedures as appropriate, for example, the safe handling of chemicals or cleaning materials, working alone or out of sight of other workers, safe lifting in order to minimise stress on the spine and reduce the risk of developing a lower back injury.
* Safe use of machinery and equipment particularly small plant (mowers, cement mixers, ladders, trestles, wheelbarrows and shovels) and portable power tools (saws, drills, screw drivers, grinders, sanders). An experienced operator should detail the appropriate application techniques required for small plant and portable power tools and the correct tool for different jobs. In this regard reference should be made to electrical safety with respect to residual current devices, electrical lead tagging and the tagging of electrical tools and equipment.
* Depending on the nature of the tasks there could be need to draw attention to personal protective equipment such as foot protection, clothing, safety glasses, dust masks, hearing protection, hand protection, head protection.
* Attention should be drawn to how workers may direct any complaints that may arise as an outcome of being involved in the activity particularly in relation to stated archdiocesan policy.

**Risk Assessment**

Prior to any activity involving cleaning or gardening etc. a risk assessment should be done of the type of activities that are likely to be undertaken, for example, carrying buckets of water, using wheelbarrows, digging trenches. The organisers should consider the nature of the tasks identifying those actions which should be brought to the attention of the workers as carrying a risk.

* LIFTING: risks factors would include: weight of the load, size and shape of the load, manual handling skill, actions and movements, working posture and position when lifting, duration (frequency) of the manual handling task, location of the load and the distance to be moved. Whilst there are not prescribed maximum weight limits (due to age, gender) workers should not lift more than 16kg.
* **LIFTING SAFELY**
	+ *Try to break down the load into smaller parts; check the pathway and clear any obstacles, check if doors need to be opened; test the weight of the load by lifting one corner.*
	+ *Stand with feet shoulder width apart and in a staggered stance, move in close to the load, bend knees, keep head straight and maintain the spine’s natural curves, pull the load close to the body, secure grip, use a smooth controlled motion to lift the load, avoid twisting or turning body when lifting and be sure to use feet to change direction.*
	+ *When setting the load down keep feet apart and in a staggered stance, get as close as possible to the area where load is to be placed, bend knees, keep head upright and maintain spine’s natural curves, keep the load close, once the load is where required release grip.*

Form 16 – Induction Checklist

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| **Name of parish/agency:** |
| **Date:** | **Facilitator:** |
| **THE PARISH** | **Yes** | **No** | **N/A** |
| Introduction to supervisor & colleagues |  |  |  |
| How the parish is organised |  |  |  |
| The role of the parish council |  |  |  |
| The role of the parish finance committee |  |  |  |
| Parish goals & strategic plan |  |  |  |
| Archdiocesan WHS policy |  |  |  |
| Evacuation/emergency plan |  |  |  |
| Bullying & Harassment Policy |  |  |  |
| Privacy Policy |  |  |  |
| Job description & responsibilities |  |  |  |
| Leave entitlements |  |  |  |
| Notification of sick leave or absences |  |  |  |
|  |  |  |  |
| **SPECIFIC SAFETY MATTERS** | **Yes** | **No** | **N/A** |
| Location of exits; fire extinguishers; fire blankets; first aid kits. |  |  |  |
| Handling of cleaners & chemicals. |  |  |  |
| Trip hazards. |  |  |  |
| Worker responsibility for personal safety & reporting. |  |  |  |
| Use of protective equipment. |  |  |  |
| Use of electrical devices (leads & tagging) |  |  |  |
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| **SPECIFIC TASKS** | **Yes** | **No** | **N/A** |
| Operation of mowers |  |  |  |
| Operation of cement mixers |  |  |  |
| Use of ladders (height) & trestles |  |  |  |
| Use of wheelbarrows & shovels |  |  |  |
| Operation of saws & drills |  |  |  |
| Operation of grinders & sanders |  |  |  |
| Consideration of hearing protection, safety glasses, dust masks |  |  |  |
| Consideration of foot, head & hand protection |  |  |  |
| Cleaning activities |  |  |  |
| Cleaning up after the task & relocating equipment & materials |  |  |  |
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