

SAMPLE INDUCTION



Name

Date of commencement

Job role

Name of club

This is a check list to be used as a guide for the induction of all new volunteers & members. It must be signed and a record kept.

- Structure of Pony Club SA
- Sign in /out register for each rally/event
- Pony Club SA policies & procedures – where to find them
- Are signatures required on any documents?
- Identify Risk Management Officer, Supervisor
- Copy of job description received
- Any Personal Protection Equipment needed?
- How to work safely, incl. using special equipment provided, manual handling, SOP's
- Prevention of accidents
- How to report an accident/incident
- Emergency procedures
 - Fire evacuation and assembly points
 - Horse related Incident responses
 - Emergency plans that may be related to task allocated e.g. Chemical spill
- Workplace Hazards
 - What to do if a hazard is identified
 - Standard operating procedures
 - Safety Data Sheet location
- First Aid – location of boxes and notice of who are First Aiders

Signature of person being inducted: _____ date

Signature of person undertaking the induction _____ date