

CC EX 0 – NEW CREW INDUCTION:

Prospective members are asked enter details and present this form to the Training Officer at the next induction session scheduled for.....

SAMPLE NEW MEMBER INDUCTION PLAN PART 1 -ADMINISTRATION PAGE 1 OF 2 (Circle the Yes box only if the relevant instruction is completed)			
Name			
Phone		Email	
Position		Crew No.	TBA
Licences/Certificates sighted			
Yes	First aid	Details	
Yes	Radio qualification	Details	
Yes	Rescue Maritime Ops. Cert. Certificate of Competency	Details	
Yes	Other	Details	
Initial Information Given			
Yes	Management structure- (what we do/how you fit in)- Probationary period		
Yes	Attendance expectations/ call out procedure /punctuality /inability to attend.		
Yes	Training plan and schedule explained		
Yes	Standard of conduct/ standard of dress /telephone usage		
Yes	Emergency evacuation / assembly area /muster station		
Housekeeping			
Yes	Keeping area clean, rubbish in bins, spills to be cleaned up		
Yes	Tools and equipment to be put away after use		
Yes	Safety signs (must be followed)		
General Policies and Procedures			
Yes	Alcohol and Drugs		
Yes	Personal Protective Equipment policy (Use, storage and maintenance)		
Yes	Completion of accident, injury & incident reporting procedures		
Yes	Manual handling policy, safe lifting, use of mechanical lifting devices.		
Yes	Using hazardous substances /availability of MSDS/ hazard reporting		
Yes	Making a compensation claim/ expenses claims/ return to duty provisions		
Yes	Disciplinary procedures /grievance resolution procedures.		
Person Responsible for Recording:			
Position	Name	Signed	Date

Site tour (walk around vessel/premises - point out and explain)

Yes	Introduce new member to colleagues and immediate supervisor.
Yes	Show location of personal storage of belongings and amenities.
Yes	Show personnel protective equipment requirements and positioning.
Yes	Show location of first aid kits and reportage requirements.
Yes	Define hazardous work areas (dangerous good/confined spaces/etc).
Yes	Muster stations, fire control, life preservers, radio procedures.
Yes	Explain Emergency Procedures from <i>SMS</i> manual.
Yes	Show location of <i>Safety Management System, Procedures Manuals and Rules.</i>

Issue and explanation of appropriate safe working procedure checklists

List those issued:	Operational Checklists (SOPs) given:
	Emergency Checklists (SOPs) given:

Statements

New Member	I agree to a duty of care in cooperating with the OHS measures, as have been described to me above, in order to maintain a safe workplace.
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Signature		Date	
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Inductor	The new member is ready for initial trainee duties. or The member needs further training.
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Signature		Date	
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Additional training required (any not Circled Yes box indicates the additional training required)

List:	

Inductor Responsible for Verification:

Position	Name	Signed	Date