

FOR27. INDUCTION QUESTIONNAIRE

Employee Name: _____

Date: _____

Assessors Name: _____

Competent (Please circle): Yes / No

Please circle the correct answer

1. **What must you do if you have an accident?**
 - A. Go to a doctor when you leave site
 - B. Report to your Supervisor immediately
 - C. Tell your work friends and do nothing about it

2. **Who must you call if you are unable to attend work?**
 - A. Your friends
 - B. Your Supervisor or the Superintendent
 - C. YAT Head Office
 - D. Paramedic

3. **What may result in disciplinary action?**
 - A. Failure to comply with Fitness for Work
 - B. Breaches of Isolation and Tagging procedures
 - C. Tampering with any safety equipment or devices
 - D. All of the above

4. **Permits/Checklists are required on site for:**
 - A. Dig/Excavation
 - B. Working at Heights
 - C. Permit to work
 - D. Entering a confined space
 - E. All of the above

5. **What is the point of barricading?**
 - A. To warn others of danger
 - B. To slow people down and make them walk around
 - C. To keep unauthorised people out
 - D. A and C

6. Site Rules:

- | | | |
|--|-----|----|
| A. Speed limits on site are sign posted | Yes | No |
| B. PPE should be maintained and used at all times | Yes | No |
| C. Gloves and glove clips are to be carried at all times around site | Yes | No |
| D. All incidents no matter how minor are to be reported immediately | Yes | No |

7. When driving on the LV Access Road and Sino Site you are required to have:

- A. A VOC for driving
- B. A radio with channel 12
- C. A flashing beacon turned on
- D. Site Approved vehicle
- E. All of the above

8. When driving across any haul road you are required to:

- | | | |
|---|-----|----|
| A. Have a 2-way radio that has Mine Ops 1 | Yes | No |
| B. Have completed the Haul road interaction permit training | Yes | No |

9. What are the minimum PPE requirements for site?

- A. Hard hat, safety glasses, shorts, Singlets and thongs
- B. Approved Safety glasses, laced up steel cap boots, long trousers, long sleeved hi- vis shirt with sleeves rolled down, safety helmet & safety gloves
- C. Long sleeved hi – vis shirt, long trousers, hard hat and sun glasses

10. Who should write a JHA (Job Hazard Analysis)?

- A. The Supervisor/s
- B. The Workers
- C. Superintendent
- D. A and B
- E. B and C

11. All hazardous energies must be isolated by an authorised person before work commences:

- A. True
- B. False

12. Who should read and understand JHA's (Job Hazard Analysis)?

- A. The Workers
- B. The Safety Advisor
- C. The Supervisor
- D. All of the above

13. **All Personnel who wish to attend the medic must notify and arrange with who?**
- A. Their Supervisor
 - B. The Engineer
 - C. Their work friends
14. **What must you do before using any electrical equipment?**
- A. Plug it in
 - B. Nothing
 - C. Check to see if it has a current inspection tag and check for visible faults
15. **Manual Handling:**
- A. Is there a correct procedure for lifting Yes No
 - B. Are you required to get assistance if an object is too heavy Yes No
 - C. Would you consider arranging for a mechanical aid if a manual task was too heavy or awkward? Yes No
16. **Alcohol / Un-prescribed drugs:**
- A. Are allowed on site Yes No
 - B. Can affect your judgement Yes No
 - C. Are Personnel subject to the site Drug/Alcohol Policy Yes No
17. **Are you subject to a BAC test every morning?**
- A. Yes
 - B. No
18. **Working from heights, what are the potential hazards?**
- A. Getting a good tan
 - B. Falling objects and falls
 - C. A better view
 - D. A and C
19. **Why do we need to maintain good housekeeping?**
- A. To waste time
 - B. It pleases Management
 - C. To prevent slip, trips and falls
 - D. To make the site look good
20. **Ladders should be:**
- A. Securely tied in place
 - B. In good condition
 - C. Correctly tagged
 - D. All of the above

21. Scaffolding:

- | | | |
|--|-----|----|
| A. Is anyone allowed to alter a scaffold? | Yes | No |
| B. Are you allowed to use a scaffold with no tag? | Yes | No |
| C. Should all scaffold be left clean at the end of a task? | Yes | No |

22. In the event of an emergency would you:

- A. Leave site immediately
- B. Go to your nearest muster point and wait until the all clear is given
- C. Continue working, it may just be a drill

23. Tagging:

- | | | |
|---|-----|----|
| A. If you find a faulty piece of equipment would you need to put an 'Out of Service' tag on it? | Yes | No |
| B. Can you take your work friends 'Personal Danger Tag' off? | Yes | No |

24. Environmental

- | | | |
|---|-----|----|
| A. Spills and environmental damage must be reported immediately | Yes | No |
| B. Flora and Fauna must be preserved whilst on site | Yes | No |
| C. Hydrocarbon or other hazardous material should be banded | Yes | No |

25. Fibrous Management:

- | | | |
|--|-----|----|
| A. Do I need to be clean shaven every day | Yes | No |
| B. RPE must be worn all the time when you are in a designated area | Yes | No |
| C. A re-fit test will be given every 12 months | Yes | No |

26. In the event of cyclone preparation:

- A. You must remain fit for work at all times
- B. You must remain in your accommodation or refuge centre until instructed it is safe to leave
- C. Non-essential people may be moved off-site
- D. All of the above

27. In the event of SHELTER:

- | | | |
|--|-----|----|
| A. You can have few drinks with your friends, because you don't need to go to work | Yes | No |
| B. You can stay at your friend's accommodation | Yes | No |

Induction Checklist

Please tick as items are covered

Company Expectations, Policies / Goals

- Project Safety Management Plan responsibilities
- Our expectations of the workforce
- Site Contacts
- Hours of Work and breaks
- Human Resource enquiries
- Disciplinary Procedures
- YAT Work Instructions and Policy Documents

Project Rules, Specifics and Regulations

- Project specific rules
- Permit requirements
- Isolation, lockout and tagging
- Qualifications and Licenses for Operators
- Vehicle Requirements
- Haul road interactions with LV's
- Personal Protective Equipment (PPE)
- Emergency Procedures
- Emergency Pick Up Points

Hazards, Accidents, Incidents and Safety

- Levels of Supervision
- Hazard Reporting
- Accident and Incident Reporting
- Hazard awareness and risk assessment tools
- Electrical Safety
- Manual Handling
- Preventing heat stress
- Fitness for work

Fibrous Management

- PPE Requirements
- Designated area requirements

Environmental

- Spill procedure
- Waste disposal & environmental procedures

Personal Details

- Personal Details

FOR27. INDUCTION QUESTIONNAIRE

Employee Name: _____

Employee Signature: _____

Date of Induction: _____

Mobile/ Contact Number: _____

ERMS card number: _____

Inductor Name: _____

Inductor Signature: _____