



Employee and Contractor Induction Procedures

These procedures apply to any people doing paid work at SSCBC regardless of whether they are employed or contracted by SSCBC or contracted by a member.

Instructors and Coaches are also required to complete a Training Centre induction.

A separate procedure applies for support persons and coaches that have been registered with a boat entered in a regatta or a training program organized by SSCBC.

Employees

Upon commencement of employment at the club, employees will undergo an induction covering a site induction, collection of details and records required for employment and familiarization with the policies and procedures that apply to them before commencing any work. Any role specific training that is required will be completed as per their training plan.

Contractors

- 1) Before being permitted to provide any contract services at SSCBC all Contractors must undergo a Site Induction to be carried out by a manager or appointed representative prior to commencement on site and must have first demonstrated that they will maintain adequate and suitable Insurance Cover to indemnify themselves and the Club, at all times, from all claims whatsoever in respect of:
 - a) any damage to any real or personal property; and
 - b) any injury to or death of any person;
occurring in any part of the Club's premises whether directly or indirectly as a result of the services provided by such Contractor or by any Sub-contractor, employee or agent of the contractor, for an amount of not less than \$5,000,000.
- 2) Contractors wishing to undertake work at the club shall have demonstrated to the General Manager that they possess adequate and suitable liability cover for the type of work they undertake and hold current workers compensation insurance for their workers.
- 3) Prior to commencing work contractors shall present a copy of their Work Method Statement or Job Safety Analysis as is appropriate for the work being performed.
- 4) Contractors wishing regular access to the Club shall be registered as a regular contractor giving access to specified areas of the Club without the need to be re-inducted.
- 5) Contractors wishing occasional access to the Club shall be registered as a casual contractor requiring them to register on each occasion they visit the Club, giving access to specified areas and or facilities of the Club.
- 6) The fees applicable to contractors will be as decided from time to time by the General Committee.

Specific inductions - Deliveries

Some work at the club is very specific and limited in nature and in these instances a specific induction will be provided by a manager. Examples of such work include, attending a meeting, guest speakers, floral arrangers, photographers, couriers or delivery. As they will perform limited work and be limited in the areas of the club they access (such as only the dining room) a full site induction is not required.

Induction Checklist (Contractor)

Name _____
Company _____



Geographic Orientation

- Emergency Assembly Area
- Emergency Exits / Internal
- Staircase
- Toilets
- First Aid Facilities
- Hardstand
- Sail Deck
- Contractor Register

Tick for each area covered in the induction
 Cross areas not covered or not required

Type of work being completed
 Limited induction

Restricted Areas

- Dining Room Level
 - Kitchen / Bar
 - Comms / Switchboard

If access to restricted areas is required, please list and induct.

- Sail Deck Level
 - Walk in Cool Rooms
 - Plant Rooms
 - Fred's Own
 - Cylinder Storage
 - Lower Galley
 - Dry Store / Archive room / Stairway Locker

- Satellite Locations
 - Buoy Storage
 - Fuel Storage Locker
 - Clubhouse roof

Special Approvals (Note if required)

- Working at Heights
- Confined Spaces
- Hot Work Permits
- Flammable substances
- On water - Specific safety plan required*

If any Special Approvals are required, review WMS / JSA and circle on left.

(Not required if work being carried out through the Training Centre, as that Safety Plan will be used.)

Specific Works

- Deliveries
- Material Safety Data Sheets held for all materials
- Work Method Statement or Job Safety Analysis held for work to be performed
- Other (Describe)

Other

- Code of Conduct reviewed and understood
- \$5m Public Liability Insurance, Certificate of Currency held
- Proof of Workers Compensation cover held
- Sign in / Sign out Contractor visitor register
- Regular access or Occasional access

Induction completed (signature) Date / /20

Induction performed by Date / /20

Office Use Only Contractor / Induction Records updated

Induction Checklist (Employee)

Name _____
Work type _____



Geographic Orientation

- Emergency Assembly Area
- Emergency Exits / Internal Staircase
- Toilets
- First Aid Facilities
- Hardstand
- Sail Deck
- Contractor Register

Tick for each area covered in the induction
 Cross areas not covered or not required

Special Areas

Dining Room Level

- Kitchen / Bar
- Comms / Switchboard

Sail Deck Level

- Walk in Cool Rooms
- Plant Rooms
- Fred's Own
- Cylinder Storage
- Lower Galley
- Dry Store / Archive room / Stairway Locker

Satellite Locations

- Buoy Storage
- Fuel Storage Locker
- Clubhouse roof

Describe further induction or specific training that will occur following initial induction.
Example:
RSA
Food Handling Certificate
YA Instructors Certificate

Special Approvals (Note if required)

- Working at Heights
- Confined Spaces
- Hot Work Permits
- Flammable substances

On water work

Induct for each work function that will be performed.

- Training Centre workers - Training Centre Induction and procedures
- PFD & Kill switch requirements
- Local waters Hazard and Navigational risks
- Manual Handling - Mark laying risks and Mooring Procedure
- Safety Plan, Radio and Emergency Procedures
- Launching / Towing boats
- Other - Work Method Statement or Job Safety Analysis reviewed for work to be performed

Other

- Kitchen / Bar / Dining Room Training Procedures
- Codes of Conduct reviewed and understood
- MSDS - Review and Location of records
- Hazard and Incident reporting- Forms held in Office and Training Centre- Procedures explained

Induction completed (signature)

Induction performed by Date / /20

- Employment pack completed and details collected
- Copies of details of qualifications, licences and permits collected
- WVC - Verified
- Employee Induction Records updated