

## TRAINER AND STAFF TRACKWORK INDUCTION

Name:		Commencement Date:	
Rider/Trainer:			

### Section 1: Qualifications and Industry Experience (note any First Aid experience)

	Issued By	Date

### Section 2: induction / Internal Training

#### STAFF ORIENTATION

Y N

Explain the management of trackwork and responsibilities of Club officials		
Hours of operation		
Access rules and car parking		
Shown where staff amenities are located - lunch room, toilets, notice boards and other relevant facilities.		

#### STABLE ORIENTATION

Y N

Taken on a tour of the stables and surrounding facilities and shown all areas you may be required to visit.		
Alerted to all known and potential hazards related to the stables and the work they will be performing.		
Inducted into training centre and its rules and regulations (if required).		
NZTR registration completed (if applicable).		

#### EMERGENCY PROCEDURES - Medical

Y N

Shown location of first aid kit and names of first aid qualified employees.		
Shown location of emergency contact numbers.		

#### EMERGENCY PROCEDURES - Fire / Chemical

Y N

Shown location of fire extinguishers and hoses.		
Emergency plan explained and evacuation assembly areas identified.		

#### GENERAL INFORMATION

Y N

Track Health and Safety plan explained and copy made available .		
Explained how to report all incidents, accidents and near misses to supervisor/employer.		
Including unsafe behaviour and/or colleagues affected by drugs or alcohol to be reported to supervisor.		
Explained the site's alcohol and drug policy.		
Explained the site's bullying and harassment policy.		
Explained procedure for chemical use and location of Hazard management plan		


**OTHER REQUIREMENTS OR HAZARDS SPECIFIC TO THIS FACILITY**


*It is important that both the trainer and the staff member sign off to indicate that both are satisfied with the level of the induction and understanding prior to commencement of employment.*

*Trainer Full Name*

*Trainer Signature*

*Date*

*Staff Full Name*

*Staff Signature*

*Date*