

**Lendlease services business**  
**SF-652A – Employee Induction Checklist**  
 600 – Safety Management



COMPANY/EMPLOYER:	
PROJECT:	NBN HFC Northern SYDNEY
NAME:	
ADDRESS:	
PHONE NO:	
PREFERRED LANGUAGE:	English
EMERGENCY CONTACT:	
Name:	
Phone Number:	
POSITION	

The items on this checklist should be accomplished by the immediate Supervisor for each employee on the first day of work. When all items have been covered and checked off, the supervisor and the employee should both sign the form at the bottom of page 2 and return it to the Personnel Office to be filed in the employees personnel file.

ITEM	TOPIC	TIME ALLOWED	CHECK
0.0	Extend a welcome to project team and Introductions	15 Mins	<input checked="" type="checkbox"/>
1.0	Project Induction	60 Mins	<input checked="" type="checkbox"/>
2.0	Drugs and Alcohol	15 Mins	<input checked="" type="checkbox"/>
3.0	Office Safety	15 Mins	<input type="checkbox"/>
4.0	Asbestos Awareness	30 Mins	<input type="checkbox"/>
5.0	Risk Management	15 Mins	<input type="checkbox"/>
6.0	SWMS Review	30 Mins	<input checked="" type="checkbox"/>
	SF-605B-NBN-001 Traffic and Pedestrian Management		<input checked="" type="checkbox"/>
	SF-605B-NBN-002 Accessing Entering Underground Structures		<input checked="" type="checkbox"/>
	SF-605B-NBN-003 Excavation and Trenching		<input type="checkbox"/>
	SF-605B-NBN-008 Installation, Repair and Replace Pits and Pipes		<input type="checkbox"/>
	SF-605B-NBN-013 Asbestos Pit Removal and Breakout		<input type="checkbox"/>
	SF-605B-NBN-016 Cable Hauling		<input type="checkbox"/>
	SF-605B-NBN-020 MDU/SDU HFC Installation [Underground]		<input type="checkbox"/>
7.0	Pre-Starts & Day Sheets	30 Mins	<input type="checkbox"/>
	Pre-Starts	15 Mins	<input type="checkbox"/>
	SF606A Daily Pre-start Briefing and Hazard Assessment		<input type="checkbox"/>
	SF606B Communications Daily Pre Start Risk Assessment		<input type="checkbox"/>
	SF606E Civils Pre Start Risk Assessment		<input type="checkbox"/>
	SF606F Civils Daily Pre Start Risk Assessment		<input type="checkbox"/>

EXAMPLE DOCUMENT ONLY

**Lendlease services business**

**SF-652A – Employee Induction Checklist**

600 – Safety Management



			<input type="checkbox"/>
			<input type="checkbox"/>
	<b>Daily ITPs</b>	15 Mins	
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
8.0	<b>Generic Traffic Control Plans</b>	15 Mins	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
9.0	<b>Construction Presentations</b>	45 Mins	<input type="checkbox"/>
9.1	Civils Construction		<input type="checkbox"/>
9.2	FTTN Installation Overview - Video		<input type="checkbox"/>
9.3	Cable Installation Activities		<input type="checkbox"/>
9.4	Electrical Works Cabinet		<input type="checkbox"/>
9.5	Copper Activities		<input type="checkbox"/>
9.6	Fibre Splicing & Testing		<input type="checkbox"/>
9.7	Telstra HFC - SDU Drop Guidelines		<input type="checkbox"/>
9.8	Telstra HFC - MDU Drop Guidelines		<input type="checkbox"/>
9.9	Telstra HFC - RF Plans, Symbols and Device Description Guidelines		<input type="checkbox"/>
9.10	Telstra HFC - Active & Passive Device Connectors & Adapters		<input type="checkbox"/>
9.11	Telstra HFC - Underground Housing of HFC Network Cables and Devices		<input type="checkbox"/>
10.0	<b>Questionnaires</b>		
	NBN- SF-652C - Employee Induction Questionnaire	30 Mins	<input checked="" type="checkbox"/>
	TR-680B - Risk Management Questionnaire	20 Mins	<input type="checkbox"/>

EXAMPLE DOCUMENT ONLY

I, the undersigned confirm that all items as noted on this form have been discussed with me; that I have been issued with and instructed in the use of the PPE as listed and that I have received the documentation as listed. I have been informed of my responsibilities and have been offered opportunity to question any items I did not fully understand.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:



- 10 All mobile plant should have a pre-start check performed?**
- A. After every rest break
  - B. Daily
  - C. Weekly
- 11 Electrical leads should be run?**
- A. Along the ground
  - B. Beside the road
  - C. 2.4m above the ground where practicable
- 12 A hazardous chemical should not be brought onto site without?**
- A. A Safety Data Sheet (SDS)
  - B. All Personal Protective Equipment (PPE) applicable to the substance
  - C. Approval from Lend Lease
  - D. All of the above
- 13 All hazardous work performed should have?**
- A. A Safe Work Instruction / Safe Work Method Statement specific to the work
  - B. A purchase order
  - C. A confined space entry permit (CSEP)
- 14 If you disregard site or company Safety Rules what could happen to you?**
- A. Receive a warning
  - B. Dismissed
  - C. Either A or B
- 15 Should a known environmental issue arise, such as an oil spill, what should you do?**
- A. Ignore it
  - B. Isolate/contain the spill if possible. If not notify your Supervisor immediately
  - C. Attempt to rectify the situation before someone finds out
- 16 Before any electrical works are conducted, what must be carried out?**
- A. Isolations put in place and 'test for dead' conducted
  - B. Permit to conduct such works reviewed and acknowledged
  - C. Both A & B
- 17 What is the policy on Drug & Alcohol within Lend Lease?**  
 Write Response -
- 18 What is to occur prior to any works commencing?**  
 Write Response -

<b>WORKERS SIGNATURE:</b>		<b>DATE:</b>	
<b>REVIEWED BY:</b>		<b>SCORE:</b>	<b>DATE:</b>



SURNAME		FIRST NAME	ANDREW
COMPANY		OCCUPATION	pl

1 If you notice a hazard on site, what should you do?

- A. Make the hazard safe and continue working
- B. Make the hazard safe and report it to your Supervisor
- C. Do nothing

2 Which of the following are prohibited from site;

- A. Drugs & Alcohol
- B. Firearms & Weapons
- C. Both A & B

3 Who is responsible for "Duty of Care" within the workplace?

- A. Management
- B. Workers
- C. Everybody

4 What should you do when the evacuation signal is given?

- A. Down tools and walk directly to the evacuation assembly point
- B. Keep working until you finish what you are doing
- C. Run as quick as you can for the main gate

5 If a workmate is injured at work, what should you do first?

- A. Ensure someone goes for assistance whilst someone stays with the worker
- B. Do not attempt to move the injured person unless it is not safe to leave him/her where they are
- C. Assess the medical condition of the worker, provide initial first aid

6 What should you do if a near miss or incident occurs?

- A. Continue work as if nothing occurred
- B. Tell your workmates so it doesn't happen to them
- C. Make the situation safe and notify your Supervisor

7 "Fitness for Work" means?

- A. Exercising at the local gym after hours
- B. Reporting to work in a condition that enables you to perform your duties safely
- C. Doing sit ups during rest breaks

8 Harassment includes?

- A. Insulting people due to their race or religion
- B. Telling sexually explicit jokes
- C. Both A & B

9 Which items are minimum PPE for the conduct of works or attendance to a worksite?

- A. Hard hat, sun glasses, long pants/sleeves, safety boots,
- B. Hard hat, long pants/sleeves, safety glasses, safety boots/shoes, working gloves
- C. Hard hat, long pants/sleeves, safety glasses, enclosed footwear, working gloves

EXAMPLE DOCUMENT ONLY