

Induction Form



Name of Employee	
ID number	
Name of Company	

These forms record that the Company has inducted the above Employee to the minimum health and safety requirements of the Occupational Health and Safety Act 85 of 1993 as amended and here with referred to as the OSH Act. The completion of Section A below is a prerequisite to attending the BitSafe training course.

The health and safety induction process is to be performed by a competent and authorised person using the existing Company induction process. The induction must cover the compulsory elements listed in Section A and any other elements listed in section B if they are applicable to the Company's or Employee's work.

Induction must be performed on the commencement of employment and prior to the Employee being sent to a work site.

The completed induction form must be filed in the Company's record system to provide evidence that the Employee has been inducted to the minimum health and safety requirements of the OHS Act. (Section's A & B reflect minimum requirements and some Company's may have additional material which they may want to add.)

Section A

Minimum compulsory induction elements to be outlined to the employee on commencement of employment	Verification (tick box)
<i>The Employer is to explain to the Employee and the Employee is to understand:</i>	
1. Company obligations with respect to the OSH Act and any subsequent amendments thereto.	
2. The Company HSE policy on : a. Use of Personal Protective Equipment (PPE) b. Smoking at the work place c. Rights of the Employee regarding exposure to work place hazards d. Disciplinary Procedures relating to unsafe acts e. Company goals and objectives with respect to health and safety f. General understanding of the HSE policy.	
3. All hazards that the Employee may be exposed to: a. While carrying out their work b. Inherent dangers of all bituminous and related products	
4. Not to perform unsafe acts which create a hazard for fellow workers, the general public and oneself.	
5. Not to work under the influence of alcohol or drugs.	
6. General methods and systems to identify, remove, isolate and mitigate hazards.	
7. Methods of reporting incidents and near misses.	
8. Site procedures specific to working within structures, installations and equipment.	
9. Frequent incidents which occur within the Company and the methods of control.	
10. Location of the work procedures and the understanding there of with respect to the relevant activities.	
11. Responsibilities of employees to report unsafe acts in the workplace.	
12. Meaning of all safety signs, notices and colour coding.	
13. Role of the Safety Representative and Safety Committee	

Section B

The following induction elements are not compulsory but should be undertaken if applicable to the Company's or Employee's work. (Below is a guide and some Company's may have additional material which they may want to add.)

Bitumen	Verification (tick box)
1. Procedures for handling liquid bitumen: <ul style="list-style-type: none"> • Loading • Offloading • Pumping • Storing • Heating • Spraying • Sampling 	
2. The use of Personal Protective Equipment (PPE)	
3. Where the following equipment is kept: <ul style="list-style-type: none"> • Bitumen fire extinguisher • BitSafe first aid kit • Safety shower 	
4. How to fight bitumen fires	
5. Know the procedures for treating bitumen burns	
6. The procedures for cleaning bitumen spillages	
7. The procedures for disposal of waste bitumen	
8. Hazards when doing maintenance work on or in the vicinity of bitumen tanks and/or tankers.	
9. The safety requirements for entering bitumen tanks	

Plant and Equipment	
1. Policy on the use of appropriate equipment	
2. Company procedures for ensuring safety on work sites (Contract Safety File)	
3. Use of personal protective equipment (PPE) when operating plant or equipment	
4. Proper equipment maintenance and operation. (Check lists before machine use and lock out procedures)	
5. Employees are not to operate plant without appropriate licence or training	
6. How to transport, load, and unload plant and equipment safely	
7. How to keep plant and equipment safe when stationary or moving	
8. Procedures for cleaning and flushing bitumen plant and equipment.	

Chemical Substances	
The hazards and procedures for handling hazardous chemicals and solvents on site which may include: Paraffin, diesel, aromatic oils, coal tar binders, antistripping agents, laboratory solvents, cleaning agents	

Traffic Management	
1. Understand road work procedures and obligations.	
2. The use of and purpose of traffic management plans.	

Please sign below when the employee has completed the relevant sections and keep as a record to demonstrate that induction has taken place.

Signature of person performing induction	Signature of Employee	Date induction completed	Signature of Safety Manager	Sections induced
				Compulsory
				Bitumen
				Plant & Equipment
				Chemicals
				Traffic Management