



Wells Gray Recruitment

A Service Based On One Word; Quality

Safety Induction Checklist for Temporary Personnel

Obligations of WellsGray	(√)
<ul style="list-style-type: none"> Ensure client worksites are free of health & safety risks. To not place temporary personnel in an environment or role that is unsafe. Encourage open communication between temporary personnel, our clients and our consultants in regards to health & safety. Hold Workers Compensation Insurance which covers temporary personnel in the event of an injury. Assist injured temporary personnel in returning to work. 	
Obligations of Temporary Personnel	
<ul style="list-style-type: none"> Notify WellsGray of any pre-existing injury or condition which may be affected/aggravated by the type of work offered, prior to accepting an assignment. Be mindful of your health & safety whilst on assignment. Co-operate with WellsGray and your host-employer by following safety policies & procedures. 	
When to contact WellsGray	
<ul style="list-style-type: none"> You have not received a job-specific safety induction from your host employer prior to commencing your assignment. You have not been advised of emergency procedures, shown first aid facilities or introduced to the host-employer's OHS representative. You feel unsafe in the workplace of your host-employer due to unsafe work practices or environmental hazards eg. poor office ergonomics, inadequate lighting or exposure to excessive noise. You have been asked to perform duties that fall outside of your job description such as heavy lifting or manual handling. You have been involved in an incident and/or sustained an injury. 	
What to do if you are injured	
<ul style="list-style-type: none"> i) Seek medical assistance from your host employer. ii) Call your WellsGray consultant as soon as possible. iii) Have your host-employer complete a Register of Injuries form as soon as possible and forward a copy to WellsGray. iv) Request a WorkCover Claim Form from WellsGray should you require time off work or medical treatment so that you may claim WorkCover entitlements. v) If you are unable to perform your normal duties, obtain a Certificate of Capacity from your Doctor and forward to WellsGray immediately. 	
Consultant:	Temporary:
Date:	Signature: <i>By signing here, the temporary acknowledges that they have heard & understood the above information.</i>