

FOUR

STAFF INDUCTION

Name:		Commencement Date:	
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Section 1: Personal Information

Qualifications and Industry Experience - Include First Aid Certificate, industry qualifications and other relevant experience / qualifications:

	Issued By	Date
Mandatory Training Completed Stablehand registration		

Pre-Existing Medical Conditions or Injuries (please tick):

- Asthma
- Diabetes
- Epilepsy
- Low Blood Pressure
- High Blood Pressure
- Heart Condition

General Health Issues:

Emergency Contacts/Next of Kin:

Name:		Relationship:	
Phone:		Mobile:	
Name:		Relationship:	
Phone:		Mobile:	

Section 2: Induction / Internal Training

STABLE ORIENTATION

Y N

Taken on a tour of the stables and surrounding facilities and shown all areas you may be required to work.		
Alerted to all known and potential hazards related to the stables and the work they will be performing.		
Inducted into offsite training centre and its rules and regulations.		
Stable Hand induction and registration completed?		

EMERGENCY PROCEDURES - Medical

Y N

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

EMERGENCY PROCEDURES - Fire / Chemical

Y N

Shown location of fire extinguishers and hoses.		
Emergency plan explained and evacuation assembly area(s) identified.		

STABLE ROUTINES – Explained/Shown correct procedure for:

Y N

Cleaning boxes and yards. Explained manual handling & correct lifting techniques.		
Horse feeding, watering.		
Horse handling: grooming, catching, leading, saddling, picking feet, and hosing down.		
Gear maintenance and check, any defective gear to be removed from use and repaired/discarded.		
Loading and unloading horses onto floats/trucks.		
Loading and unloading horses into and out of walkers, treadmills, pools.		

TRACK RIDING OR DRIVING

Y N

Helmet -. Compliant with safety standards. Less than 5yo from date of manufacture	Expiry: / /		
Safety vest - compliant with safety standards. In good condition and not modified in any way.			
Riding boots – To be in good condition with suitable heels (blundstone boots and gumboots not appropriate)			
Inducted into training centre and notified of track work rules. Introduced to track work supervisor for full briefing			

GENERAL INFORMATION

Y N

Explained whom the employee is to take instruction from and be responsible to		
Report all incidents, accidents and near misses to supervisor / employer		
Unsafe behaviour and /or colleagues affected by drugs or alcohol to be reported to supervisor		
Explained stable alcohol and drug policy		
Explained stable Bullying and harassment policy		
Explain procedure for chemical use and location of Material Safety Data Sheets		
Disclosure of any medical condition or pre existing injury that may impact on ability to perform assigned role		
Shown where staff amenities are located; lunch room, toilets, notice boards and other relevant facilities		
Commencement and finishing times, tea breaks,		

SKILLS REQUIREMENT FOR STABLE FOREPERSON/ ASSISTANT TRAINER

(Not Applicable for stable hand position)

Y N

Horse allocation, temperament of horse to be appropriate for experience of staff member		
Take responsibility for section / overall daily operations		
Authorized to teach internal training		
Follow up reported incidents, near misses		
Knowledge and management of Equal Opportunity Policy, bullying, harassment, victimisation in workplace.		

OTHER REQUIREMENTS OR HAZARDS SPECIFIC TO THIS STABLE

It is important that both the trainer and the staff member sign off to indicate that both are satisfied with the level of the staff member's skills prior to commencement of employment.

Trainer Full Name

Trainer Signature

Date

Staff Full Name

Staff Signature

Date