



## Host Information Booklet

# Smart Employment Solutions

# 13 30 24





## SES HOST INFORMATION BOOKLET

I,

**(NAME OF PERSON SIGNING HOST AGREEMENT)**

OF

**(COMPANY OR TRADING NAME)**

**ACKNOWLEDGE THAT I HAVE RECEIVED THE BOOKLET "SES HOST INFORMATION BOOKLET" AND THAT THIS BOOKLET FORMS PART OF THE CONDITIONS OF HIRE FROM SMART EMPLOYMENT SOLUTIONS.**

**SIGNED:**

**DATED:**

**EMPLOYMENT OFFICER:**



## A note from our Chairman

**Congratulations on becoming a host employer with Smart Employment Solutions. We hope that this will be a beneficial relationship for all parties.**

**Since commencement in 1986 Smart Employment Solutions has employed over 15,000 apprentices and trainees all over Queensland.**

**We now look forward to being able to employ and manage the career of another apprentice for you, for however long that maybe. I am sure that my team will assist you through our network of companies. Smart Employment Solutions is large enough to be noticed and small enough to care. If you have any concerns or suggestions you would like to make in order to make your experience with us even more hassle free, please contact my office on 13 30 24.**

**Ashley Goldsworthy AO OBE**

A handwritten signature in black ink, appearing to read "Ashley Goldsworthy", written in a cursive style.





## SES HOST INFORMATION BOOKLET

### TERMS AND CONDITIONS

### INDEX

DESCRIPTION	PAGES
INTRODUCTION TO SMART EMPLOYMENT SOLUTIONS	3
CONDITIONS OF EMPLOYMENT	4
INVOICING AND TRADING TERMS	4
WET DAYS – CONSTRUCTION TRADES ONLY	5
WORKPLACE HEALTH AND SAFETY	6 - 9
HOST WARRANTIES – TRAINING, SUPERVISION AND RESPONSIBILITIES	10
RISKS, INSURANCES AND DISCLAIMER	11
TIME SHEETS AND AWARD/PAYROLL QUERIES	12 - 13
ABSENCES FROM WORK	14
PROBATION	14
ANNUAL LEAVE, SICK LEAVE, COLLEGE ATTENDANCE & TRAINING RECORD BOOKS	15 - 16
SUPERVISION OF APPRENTICES/TRAINEES	16
SITE VISITS	17
TOOL ALLOWANCES	17
<b>SCHEDULES AND CHECKLISTS</b>	
CHECKLIST 1 – SAMPLE WORKPLACE HEALTH & SAFETY INDUCTION	18 - 22
CHECKLIST 2 – APPRENTICE/TRAINEE COMMENCEMENT CHECKLIST	23 - 24
CHECKLIST 3 – RECORD OF CONTACT	25
CHECKLIST 4 – SES TWO WEEK CHECKLIST	26



## INTRODUCTION TO SMART EMPLOYMENT SOLUTIONS

Smart Employment Solutions (SES) was established in 1986, with our dedication to the business sector and community in our 30 year history we have employed over 15,000 apprentices and trainees across key industries in South East Queensland.

These industries include – Electrical, Construction, Hospitality, Automotive, Engineering and Office Administration. However, we are not just limited to these industries and are prepared to discuss your requirements. SES services the needs of job seekers and employers by facilitating apprenticeships and traineeships. SES is one of the largest employers of apprentices and trainees in South East Queensland.

### What differentiates us from others in the market?

- We are a not-for-profit company - **any surplus is reinvested into apprenticeships**
- We are flexible to your staffing requirements
- We care for our Host employers
- We look after apprentices and are responsive to their needs
- We prefer to have an effective business partnership with our hosts
- We operate throughout South East Queensland
- We service all trades under the skills shortages pathways
- **SES IS ACCREDITED TO THE NATIONAL STANDARDS FOR GROUP TRAINING ORGANISATIONS.**

### Services we provide:

- ✓ **Free Recruitment**
- ✓ **Flexible Staffing**
- ✓ **Workplace Health & Safety Testing**
- ✓ **General Induction Process, including all relevant paperwork**
- ✓ **SES deals with relevant Government bodies, including signing of relevant contracts etc.**
- ✓ **SES handles all college matters, including bookings and monitoring Training Record Books**
- ✓ **Pastoral Care of all apprentices**



## **CONDITIONS OF EMPLOYMENT**

Apprentices and Trainees hired under this Agreement are employed under a Training Contract which is legally binding on the following parties:

- SES as the legal employer
- The apprentice or trainee (and guardian if the apprentice or trainee is under 18 years of age)
- The Department of Education, Training and Employment (DETE)

The Host - or any entity associated with the Host - warrants that it will not interfere with, or seek to effect any change in the Training Contract. The Host confirms that a breach of this warranty would result in a rebuttable presumption in favour of SES in any legal proceedings.

## **INVOICING AND TRADING TERMS**

SES may, without notice, increase the invoice by a reasonable amount if an applicable industrial instrument rate increases, or costs arising from, affected by or in relation to this agreement, increase. An increase of the invoice rate may be backdated, and in that case any additional amount that has become payable shall be included in the next invoice rendered.

The Host acknowledges:

- SES may provide credit to the Host under this agreement
- This agreement constitutes an application for credit
- SES will obtain such credit reports and undertake such credit checks as it considers appropriate to assess the Host's application for credit. This may also involve reports on companies and individuals.
- The Host consents to credit reports being obtained by SES for that purpose.

The Host authorises, without limitation, SES to obtain such credit reports, from such credit reporting agencies, as SES considers appropriate to assess whether to provide credit under this agreement.

The total cost of the provision of Apprentices/Trainees shall attract GST at the legislated rate. GST is in addition to the hourly rate and other costs detailed on the invoice.



## **WET DAYS – CONSTRUCTION TRADES ONLY**

SES pays under the State Building Industry Award which states there is an entitlement for payment of wages for wet days. The Host will be charged under the following conditions:

1. Host is always charged for the first full or part wet day in any rain period
2. If it rains the next day and the Host has told the Apprentice not to report to work the Host is not charged. However, the Host will be charged if the Host has instructed the Apprentice to report to work and then sends the Apprentice home because of rain.
3. If it rains for the next two days (four consecutive days in total) the Host will not be charged providing the Apprentice has been told not to report to work.
4. If, however, it rains for one day, it does not rain for the next day and the apprentice works, but rains again on the third day the Host will be charged for both days as the first wet day for a period, as the wet days were not consecutive.

Apprentices can only be paid a maximum of 4 wet days in any calendar month. Apprentices **MUST** telephone SES before 8:30am on the day to notify SES of the wet day so that SES can make alternative work arrangements for them on the day. Failure to notify by telephone before 8:30am will result in the Apprentice not being paid for that day.



## WORKPLACE HEALTH AND SAFETY

The Host confirms its understanding of its obligations to workers and others under the Work Health and Safety Act 2011 (the "Act"), namely:

- It is a requirement of the Act that risks must be assessed and control measures then implemented and reviewed to prevent or minimise exposure to the risks
- If the **regulation** describes how to prevent or minimise a risk at your workplace you **must** do what the regulation says
- If there is a **code of practice** that describes how to prevent or minimise a risk at your workplace you **must** do what the code says or adopt and follow another way that gives the same level of protection against the risk
- If there is no regulation or code of practice about a risk at your workplace you **must** choose an appropriate way to manage exposure to the risk. People **must**, where there is no regulation or code of practice about a risk, **take reasonable precautions** and exercise proper diligence against the risk.

Should there be a workplace incident you are required to notify SES within a maximum of four hours of the time of the accident. If the accident is of a serious nature **SES MUST BE NOTIFIED IMMEDIATELY.**

❖ Call Ambulance – who will notify police

**CALL: 000**

❖ Call Smart Employment Solutions

**CALL: 13 30 24**

❖ Call WHS Inspector for your region

❖ **DO NOT ALTER OR REMOVE ANYTHING FROM THE SCENE OF THE ACCIDENT.**

The Host certifies that they have a current Workplace Health and Safety policy in effect at their workplace and that the procedures contained in that policy are adhered to in their workplace. The Host certifies that they will provide an appropriate workplace specific safety induction course for the apprentices/trainees prior to his/her starting work.

Ensure that any apprentices/trainees provided to you, the Host, in accordance with the contract have been properly inducted in your WHS policies and procedures, and behavioural expectations. Further, the Host agrees to facilitate and comply with the checklists and processes outlined in the following checklists that form part of the agreement.

The Host agrees that it will provide the apprentices/trainees whom it hosts under this agreement, with a safe workplace and will fulfil its duties under the *Work Health &*



*Safety Act 2011* including duties to its workers that it directs under this agreement and its duties to consult and continue to consult with SES as required by the legislation about matters affecting the workers it hosts under this agreement.

## **Host Legal Obligations – SES Apprentices and Trainees**

Under the *Work Health & Safety Act 2011* the Host has a duty of care to ensure the safety of workers and others in all circumstances. Workers and others include apprentices placed by SES, Hosts, visitors to the workplace, passers-by, neighbours and themselves.

Hosts who agree to act as host employers for SES Apprentices and Trainees must act in accordance with relevant State and Federal Workplace Health & Safety legislation and in accordance with these obligations agree that you will –

- Ensure as a PCBU (a person carrying on a business or undertaking) that you will provide so far as is reasonably practicable, a workplace safe to workers health, including apprentices and trainees that you utilise under this agreement, as required under the *Work Health & Safety Act 2011*.
- Ensure that any apprentice or trainee provided to you, the Host, in accordance with the contract have been properly inducted in your WHS policies and procedures, and behavioural expectations;
- Ensure that the appropriate industry induction has been provided to these apprentices and trainees, as required by the regulations and any necessary induction training cards are held;
- Review the induction given to the apprentice/trainee to ensure that it is given and that it addresses the workplace health and safety risks specific to the workplace and the tasks being performed by the apprentice/trainee;
- Undertake risk management processes to control exposure to health and safety risks in the Hosts workplace(s);
- Carry out ongoing monitoring of all workplace risks within the Host's workplace(s) to ensure the appropriate action is taken to control any risks to the apprentice/trainee. Where Client "workplace(s)" is onsite at another site under the control of another business ("onsite workplace") Host must ensure induction and compliance with Workplace Health and Safety Policies and Procedures of that other businesses onsite workplace;
- Inform apprentices and trainees engaged under this agreement of site specific hazards that they may potentially be exposed to and ensure that the proposed work methods do not place the apprentice or trainee, their fellow workers, the Host's workers, or others at risk;



- Provide information, instruction, training and supervision to ensure health and safety;
- Arrange placements that will not expose any apprentices/trainees to health and safety risks;
- Check, monitor and audit apprentice or trainee performance and documentation;
- Ensure that any equipment used by an apprentice or trainee is in safe working order by requesting and reviewing plant registers, maintenance records and inspecting and maintaining such equipment on a regular basis;
- Arrange for the appropriate supervision of apprentices and trainees engaged under this agreement;
- Ensure that personal protective equipment ("PPE") is provided, if required;
- Act on identified non-compliance of apprentices and trainees; and
- Consult with SES about Workplace Health and Safety issues, and continue to engage in such consultation with SES as appropriate.

SES is committed to ensure that its staff and employees perform work in a safe and healthy working environment. This commitment extends to the apprentices and trainees whom you have agreed to host under this arrangement.

As such, we will strive to ensure that our employees, apprentices and trainees are provided with Workplace Health and Safety education by both Smart Employment Solutions and also by you, our Host who utilises the services of these apprentices or trainees under this contract. Such education and information should cover the following areas –

- ✓ accident/incident/injury prevention,
- ✓ hazard control and identification,
- ✓ rehabilitation,
- ✓ Each worker's obligation and duty to themselves, to other workers, to SES and you, the Host.

The purpose of such a process is designed to promote the safe work environment for the workplace, our Hosts, our apprentices, trainees and their co-workers.

**Consistent with this, SES will:**

- Seek continuous improvement in its OHS performance taking into account evolving community expectations, management practices, scientific knowledge and technology



- Comply with all applicable laws, regulations and standards and where adequate laws do not exist, adopt and apply standards that reflect the Company's commitment to health and safety
- Involve our employees and their host employers in the improvement of occupational health and safety performance.
- Train and hold individual employees accountable for occupational health and safety activities, where appropriate.
- Manage risk by implementing management systems to identify, assess, monitor and control hazards and by reviewing performance
- Communicate openly with employees, government and the community on occupational health and safety issues and contribute to the development of relevant occupational health and safety policy, legislation and regulations
- To audit and continually improve occupational health and safety standards and procedures
- To provide rehabilitation for all employees including trainees and apprentices.
- To consult with you, the Host, as to your obligations and required actions to ensure the safety of apprentices and trainee's engaged under this contract.



## HOSTS WARRANTIES – TRAINING, SUPERVISION AND RESPONSIBILITIES

### The Host warrants that it will:

- a) Ensure Apprentices/Trainees are instructed in the skills of their trade by a qualified tradesperson / competent supervisor and will receive proper and adequate supervision as per the *Training & Employment Act 2000 (Qld)* or other relevant State legislation.
- b) Provide a safe place of work in accordance with the requirements of the relevant State and Federal /Occupational Health and Safety Legislation.
- c) Provide all necessary safety training including specific site rules and regulations.
- d) As the person in charge of the workplace, the Host warrants to provide a site specific induction for SES Apprentices/Trainees as required by the *Work Health and Safety Act 2011*.
- e) Comply with the requirements of the National Privacy Principles, Anti-Discrimination Act and with Affirmative Action and Equal Employment Opportunity and Sexual Harassment guidelines where required.
- f) Notify SES promptly of any changes in contact details of the apprentice/trainee.
- g) Notify SES promptly details of apprentice/trainee absenteeism.
- h) Ensure SES is provided in writing with a properly signed timesheet – signed by both the apprentice/trainee and the Host, submitted no later than 5pm Monday on a weekly basis. In the absence of a timesheet being provided, SES will pay the apprentice/trainee on the basis of either a 36 or 38 hour week (as per the applicable instrument) as normal times pay and will invoice the Host at the hourly rate for these hours.**
- i) Advise SES in writing of any changes of circumstances – i.e. apprentice no longer required.
- j) Advise SES of any serious concerns or breaches of workplace health and safety issues and be involved in any formal counselling sessions involving SES apprentices/trainees, in order that Industrial Relations criteria are met.



## **RISKS, INSURANCES AND DISCLAIMER**

The Host will be liable for and will indemnify and hold harmless SES, its servants or agents, from and against any and all liability, damage, loss, costs, charges or expense of whatsoever kind and howsoever occurring, whether under statute or at common law, imposed upon or claimed against SES, its servants or agents, due to any act or omission by the employee(s) in connection with or arising out of the performance by the employee(s) of any duties required by them by the Host, its servants or agents, or by any act or omission of the Host, its servants or agents.

While SES takes all possible care to ensure the highest standards of quality in placing apprentices and trainees, SES does not accept any responsibility or liability for any action or omission of the apprentices and trainees notwithstanding any implied or expressed agency relationship between SES and the apprentices/trainees. SES accepts no liability whatsoever for any errors, omissions, or incorrect conclusions represented to the Host by the apprentice/trainee or by SES based information supplied by the apprentice/trainee.

SES will cover Workers Compensation for all apprentices and trainees and requires the Host's WorkCover Industry Classification (WIC) Code. In the event of a WorkCover claim the Host will be invoiced for the day of the accident / injury. SES will then pay the WorkCover Excess up to the nominated statutory amount for the first week or 5 days standard pay. WorkCover, upon approval, will then carry the responsibility for wages until the injured worker is fit to return to work. SES may recover any WorkCover Excess if the accident is proved to be as a result of negligence by the Host.



## TIME SHEETS AND AWARD/PAYROLL QUERIES

The time sheet is a legal document used to not only pay the apprentice/trainee but also accurately invoice the Host.

The apprentice/trainee must:

- Record the correct hours worked each day (timesheets include Saturdays and Sundays);
- Date each day worked and complete all start and finish times;
- Specify sick days, college, annual leave, public holidays, rain days in the "Finish Time" section of the timesheet where applicable;
- Record any eligible allowances on the timesheet;

It is the apprentice or trainee's responsibility to ensure that timesheets are correct, signed by both the apprentice/trainee and the Host, and received on time by SES. Timesheets must be submitted by 5:00pm Monday. Late, incorrectly completed, unsigned or illegible timesheets may delay the payment of wages.

**Timesheets can be submitted by:**

**[FAX: 07 5502 2368](tel:0755022368) | [EMAIL: payroll@sesat.com.au](mailto:payroll@sesat.com.au) | [MMS: 0411 120 691](tel:0411120691)**

## TIMESHEET EXAMPLE – MONDAY TO SUNDAY

(next page)





## **ABSENCES FROM WORK**

It is the responsibility of the apprentice/trainee to:

- Notify the Host before normal start time if sick or unable to attend work for any reason
- Notify SES no later than 8:30am on the day of absence.
- School based apprentices/trainees must also notify their school of their absence.
- Ask the Host's permission if they have to leave work for any reason before leaving the workplace.

## **PROBATION**

Probation is a period of time that an employer and employee can use to decide whether the employee is right for the job and if the employer is right for the employee. SES apprentices and trainees are placed on assignment with you, the Host, for a probationary period of 90 days for apprentices and 30 days for trainees.

Probation can be extended for a period of up to an additional 90 days for apprentices.



## **ANNUAL LEAVE, SICK LEAVE AND COLLEGE ATTENDANCE**

### **Annual Leave**

Apprentices and trainees – with the exception of school based apprentices and trainees - are entitled to four (4) weeks annual leave each year. The SES Employment Officer will monitor leave entitlements with the Host.

The apprentice/trainee has been instructed to apply for annual leave using the SES Leave Request Form.

### **Sick Leave**

Apprentices and trainees – with the exception of school based apprentices and trainees - are entitled to two (2) weeks sick leave each year.

### **College Attendance**

All apprentices and trainees must complete all aspects of the college component of their qualification according to the training plan registered with the Department of Education, Training and Employment (DETE). College bookings are arranged by SES and usually in conjunction with the Host after taking into consideration the business activity of the Host's workplace.

As it is difficult to change college dates, any concerns should be raised with the SES Employment Officer at the time college bookings are being discussed.

### **Training Record Books**

Upon commencement with SES and during the probationary period, the apprentice/trainee is provided with a training record book which becomes an integral part of their apprenticeship/traineeship. As the apprenticeship/traineeship is now competency-based, unless the competencies are recorded in this book, the apprentice/trainee will be unable to obtain their qualification. For example, electrical apprentices cannot complete their apprenticeship unless their eProfiling Book has been properly completed.

The Training Record Book will detail the training the apprentice/trainee has received and the skill levels completed throughout the apprenticeship/traineeship. The



apprentice/trainee must maintain their training record book in accordance with their training plan as it will detail the training they have received and the skill levels completed throughout the apprenticeship/traineeship. It must be maintained, detailing weekly tasks and hours worked.

The Training Record Book must be signed by the Host weekly. Competency based training requires a qualified person to determine the apprentice/trainee's ability to complete tasks to an identifiable industry standard. The Host's signature against each entry verifies to all parties that you consider the apprentice or trainee meets this standard. The apprentice/trainee is not able to progress through the training plan without a qualified tradesperson's signature in the Training Record Book.

## **APPRENTICE/TRAINEE SUPERVISION**

The Department of Education, Training and Employment (DETE) require that all apprentices and trainees are adequately supervised at all times. This ensures they are properly trained to industry standards and that they are not exposed to hazardous and dangerous circumstances.

By signing the Host Agreement, the Host confirms the agreement to properly train and supervise the apprentice/trainee that is being hired from SES. The Further Education and Training Act 2014 states:

- No apprentice/trainee at any time is to work unsupervised, there must be at all times a registered tradesman present to supervise and in the case of a trainee a person qualified to do the position in which the trainee is being trained;
- In the case of apprentices there can be no more than one apprentice working with each tradesman and the tradesman must be qualified in the same trade as the apprentices
- **IT IS EXPRESSLY AGAINST THE ACT TO SEND APPRENTICES OUT TO JOBS ON THEIR OWN.**



## **SITE VISITS**

Although SES is in regular phone contact with the Host, site visits provide an opportunity for all parties to meet and discuss any issues or concerns. It is important to note that SES relies to a large extent on site visits to get feedback from the Host on the performance and attitude of the apprentice/trainee.

## **TOOL ALLOWANCES**

Most apprenticeship trades are issued with a Tool Allowance, according to the award under which the apprentice is working. SES will inform the apprentice of the details of the allowance and when the apprentice needs to buy tools for his/her trade they should contact SES to:

- ✓ Collect a purchase order to buy tools from SES suppliers; or
- ✓ Buy the tools and send receipts to SES who will reimburse the apprentice directly to their bank account.



## Checklist 1 – SAMPLE

### Workplace Health & Safety Induction Checklist

Employee Details:		Signatures:	
Employee Name:			
Client Name:			
		INITIALS	
		Client	Apprentice
		DATE COMPLETED	
<b>1. Explain health and safety laws in Queensland:</b>			
<ul style="list-style-type: none"> <li>Employer has a legal obligation for employees and visitors.</li> </ul>			
<ul style="list-style-type: none"> <li>Employee has a legal obligation for self, fellow workers and visitors.</li> </ul>			
<ul style="list-style-type: none"> <li>Employer expects workers to behave in a safe manner and not put themselves or others at risk.</li> </ul>			
<ul style="list-style-type: none"> <li>Employer expects worker to use Personal Protective Equipment (PPE) which has been provided and they have been trained to use it.</li> </ul>			
<ul style="list-style-type: none"> <li>Who should you report something unsafe to?</li> </ul>			
<ul style="list-style-type: none"> <li>Who should you tell if you're asked to do something unsafe?</li> </ul>			



	Client	Apprentice	DATE COMPLETED
<b>2. What to do in the event of an accident or incident:</b>			
<ul style="list-style-type: none"> <li>Explain what to do in the case of a simple/major injury.</li> </ul>			
<ul style="list-style-type: none"> <li>Who is the first aid officer/emergency warden?</li> </ul>			
<ul style="list-style-type: none"> <li>Explain what to do if a fire breaks out.</li> </ul>			
<ul style="list-style-type: none"> <li>Explain how to activate fire alarms.</li> </ul>			
<ul style="list-style-type: none"> <li>Show where the accident/incident reporting book is and who to report to.</li> </ul>			
<b>3. Explain security procedures:</b>			
<ul style="list-style-type: none"> <li>Explain worker responsibilities for cash handling.</li> </ul>			
<ul style="list-style-type: none"> <li>Explain what to do in the event of a robbery.</li> </ul>			
<b>4. Take the new worker for a workplace tour and show them:</b>			
<ul style="list-style-type: none"> <li>Toilets, Sinks and Showers</li> </ul>			
<ul style="list-style-type: none"> <li>Fire extinguishers, Fire hoses and Fire blankets</li> </ul>			
<ul style="list-style-type: none"> <li>Fire and General exits</li> </ul>			
<ul style="list-style-type: none"> <li>Drinking Water</li> </ul>			
<ul style="list-style-type: none"> <li>Assembly point (where to go if evacuating)</li> </ul>			
<ul style="list-style-type: none"> <li>First aid kit</li> </ul>			
<ul style="list-style-type: none"> <li>Workplace hazard signs and what they mean</li> </ul>			



	Client	Apprentice	DATE COMPLETED
<ul style="list-style-type: none"> <li>Dangerous areas in the workplace</li> </ul>			
<ul style="list-style-type: none"> <li>Areas where workers can smoke</li> </ul>			
<ul style="list-style-type: none"> <li>Introduce them to the first aid officer/emergency warden</li> </ul>			
<b>5. How to lift, carry and put down items safely:</b>			
<ul style="list-style-type: none"> <li>Show how to size up an object before attempting to lift it.</li> </ul>			
<ul style="list-style-type: none"> <li>Show how to lift properly - knees bent, back straight</li> </ul>			
<ul style="list-style-type: none"> <li>Explain risks of improper lifting</li> </ul>			
<ul style="list-style-type: none"> <li>Get worker to demonstrate correct lifting procedure</li> </ul>			
<b>6. How to deal with hazardous substance and Material Safety Data Sheets (MSDS):</b>			
<ul style="list-style-type: none"> <li>Show worker where hazardous substances are stored.</li> </ul>			
<ul style="list-style-type: none"> <li>Explain any important storage details.</li> </ul>			
<ul style="list-style-type: none"> <li>Show worker an MSDS and where the MSDS register is kept</li> </ul>			
<ul style="list-style-type: none"> <li>Get the worker to read the MSDS and explain the information contained in it.</li> </ul>			
<ul style="list-style-type: none"> <li>List hazardous substances in the workplace and explain the risks associated with them (over page)</li> </ul>			



	Client	Apprentice	DATE COMPLETED
1.			
2			
3			
4			
<b>7. How plant and equipment can be dangerous:</b>			
List all plant and equipment that could present a hazard, e.g. Forklift			
1			
2			
3			
<b>For each of the items listed above, show and explain:</b>			
• Risks/hazards associated with the item			
• Guards			
• Danger/out of service tags			
• Lock out procedures and emergency stop			
• Inspection and maintenance, and what to do if the machine requires repairs			
• Anything specific you must not do			
<b>8. Provide Personal Protective Equipment (PPE) and show workers how to use it:</b>			
• Issue the new worker with PPE or show where it is stored.			
• Explain when PPE should be worn - Stress Importance!			



	Client	Apprentice	DATE COMPLETED
<ul style="list-style-type: none"><li>• Show the worker how to fit and use PPE correctly.</li></ul>			
<ul style="list-style-type: none"><li>• Show the worker how to clean and maintain PPE.</li></ul>			
<ul style="list-style-type: none"><li>• Explain what to do if required PPE is damaged or not worn where it should be.</li></ul>			
<ul style="list-style-type: none"><li>• Demonstrate the use of PPE, and then get the new worker to demonstrate to you the use of PPE.</li></ul>			
<ul style="list-style-type: none"><li>• Get the new worker to tell you when they will need to wear their PPE.</li></ul>			



## Checklist 2 – SAMPLE

### Apprentice / Trainee Commencement Checklist

<b>Name of person completing the checklist:</b>		
<b>Date checklist completed:</b>		
<b>Employer</b>		
<b>Host Employer [Employer of the workplace/site you are working at]</b>		
<b>Location:</b>		
1. Who is the Manager in charge of the workplace for the apprentice and trainee? Have you informed Apprentice/trainee? .....		
2. If there is an incident in the workplace or you have OHS concerns, who can the apprentice/trainee report this to? Have you informed apprentice/ trainee? .....		
3. Has the apprentice/trainee undergone a formal induction into the workplace/site they will work at?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Where is the first aid kit located in the event of an injury? Has the apprentice/trainee been shown the location? .....		
5. Is there a register of injuries book where an incident can be recorded?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Where is the assembly point for this workplace/site in the event of an evacuation? Has the apprentice/trainee been shown this location? .....		
7. Are there evacuation plans and procedures displayed in the event of a fire? Has the apprentice/trainee been shown this plan?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. Has the apprentice trainee been made aware of the closest emergency exit to where they are conducting the work activity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



<p>9. Have you completed a risk assessment/inspection of your work area to identify any hazards or risks? Have you informed the apprentice/trainee of such risks?</p>	<p><input type="checkbox"/> YES</p>	<p><input type="checkbox"/> NO</p>
<p>10. Is the required equipment available and in good working order (e.g. no frayed electrical leads) to enable you to conduct your work in a safe manner?</p>	<p><input type="checkbox"/> YES</p>	<p><input type="checkbox"/> NO</p>

**Action Required:** *[Address all questions that have a NO or unsatisfactory response]*

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**Please Note:** This is an example document only. Additional space will be provided in the actual document.

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**Date actions completed: :**

<p><b>Name:</b></p>
---------------------

<p><b>Position:</b></p>
-------------------------

<p><b>Signature:</b></p>
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### Checklist 3 - Record Of Contact

APPRENTICE/TRAINEE: \_\_\_\_\_

HOST: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

EMPLOYMENT ISSUES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRAINING ISSUES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER COMMENTS/SAFETY CONCERNS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOLLOW UP REQUIRED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPRENTICE/TRAINEE

\_\_\_\_\_  
HOST

\_\_\_\_\_  
SES REPRESENTATIVE



## CHECKLIST 4 - Two Week Checklist

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Apprentice / Trainee - Host Induction Checklist (At workplace within first 2 weeks)

- Host Induction
- Direct Supervisor \_\_\_\_\_
- Introduction to other staff.
- Emergency Procedures – have you been shown the First Aid Kit, Evacuation Procedure, Exits and Extinguishers etc?
- Workplace Health & Safety
- Hours of work / Roster / Breaks
- Who to call if unable to attend work. \_\_\_\_\_
- Policies & Procedures
- Machinery & Equipment
- Roles & Responsibilities
- Uniforms
- Amenities
- Job Description (if applicable)

#### Notes

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\_\_\_\_\_  
**Apprentice / Trainee**

\_\_\_\_\_  
**SES Co-ordinator**



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Smart Employment Solutions values the opportunity you have given to our apprentices and trainees. You have made a significant difference in the life of the apprentice or trainee that you have hosted. We would like to take this opportunity to sincerely thank you for your assistance in training Queensland's future.

*"All human beings are born with unique gifts. The healthy functioning of our community depends on its capacity to develop each gift."*

*- Peter Senge -*

**Ph: 13 30 24**