

# Health and Safety - Induction Templates



To Add an Induction Template click here

The Induction templates that are already created are stored in here.

## Adding an Induction Template

Name your template

**Add Induction Template**

Name:

Type:

Location:

Description / About:

Disclaimer:

use default

**Risks**

Added	Available
	careful taking machinery through into this padd ...
	es may sting if disrupted
	Being crushed by aggressive bulls or cows with cal ...
	Being crushed by machinery
	Being struck during crop unloading/crop discharge
	Being thrown from a motorbike when crossing a pivo ...
	Beware of bulls...temperamental blah
	Cows with new born calves
	Exposure to animal remedies
	Exposure to animal remedies
	Exposure to dairy shed cleaning chemicals
	Exposure to dairy shed cleaning chemicals

Choose either Staff or Visitor

visitor

staff

visitor

Enter a Template description here.

Enter your own disclaimer here or click the "Use Default" option. Your own disclaimer can be entered in Setup

All of the Risks created and still relevant will be displayed in the list "Available". It is a case of picking the relevant risks by clicking on the + alongside the required risks. The chosen list of risks will then be displayed as "Added".

Once added the risks selected will be the only risks that the template recipient will see when they receive their induction email.

When the required Risks have been added to the Induction Template and the Template has been saved, the Template will look like the screen shot below.

**Edit Induction Template**

**Edit Induction Template**

Name :

Type :

Location :

Description / About :

Disclaimer :

use default

**Risks**

**Added**

Exposure to insecticides and herbicides	✘
Falling into a deep sump or well	✘
Ignition of explosives	✘
Test with linked tasks	✘
Watch out for low hanging lines over tanker track. ...	✘
where is this going to end up when I go to create ...	✘

**Available** ▼

The Template added will be an option to use whenever an Induction is being prepared.

## List of Induction Templates

Inductions	Start Induction	
Incidents	Induction Templates	Add Induction Template

The list of Induction Templates that have been created will display here

## Induction Templates

Add Induction Template

search

go

Name	
Engineers	✕
Ground Preparation	✕
Sparkies	✕
Tanker Driver	✕
Test big photo	✕
Test Induction Template	✕

This is the list of Induction templates. Any line can be clicked on and then either observed or edited.