

Health and Safety – Sending out an Induction and What does the Induction document look like to the Inductee?

Sending out an Induction

Once an Induction has been set up and saved it will be displayed on the Induction list as below.

Name	Location	Start Date	Accept Date	Status	Team Member or Visitor	Team Member/Visitor Name	Created By	
		Feb 14 2017		incomplete	visitor	Joe Bloggs	Timesmart Limited	✕

Nowhere does it show that the Induction has been sent to the Inductee. Clicking on any Induction line will bring up the entire Induction document. There is a tab to email the Inductee from here, as below.

Edit Induction

Details

Name :

Email :

Contact Number :

By clicking Email inductee from here the next screenshot will be displayed.

From:

To:

Subject:

Message:

Hi {name},

{company} would like you to complete the {induction} induction before commencing work.

Click link below to complete now:

{link}

Check the details, make the required alterations and then send

Edit Induction

Details

Name : Joe Bloggs

Email : joebloggs@bigskyfarm.co.nz [email to inductee](#)

Contact Number : 0274 336 083

email sent on Feb 14 2017 by Timesmart Limited

On the Induction document the fact that the email has been sent will display as below

What does the Induction document look like to the Inductee?

The 3 screenshots below represent the entire Induction document. Appropriate comments have been made where necessary.

Edit Induction

Details

Name : Joe Bloggs

Email : joebloggs@bigskyfarm.co.nz [email to inductee](#)

Contact Number : 0274 336 083

email sent on Feb 14 2017 by Timesmart Limited

My details are correct

About

Access to do electrical work

I have read and understood this

Risks

Please read and indicate that you understand these risks.

Being crushed by machinery

Control Actions :

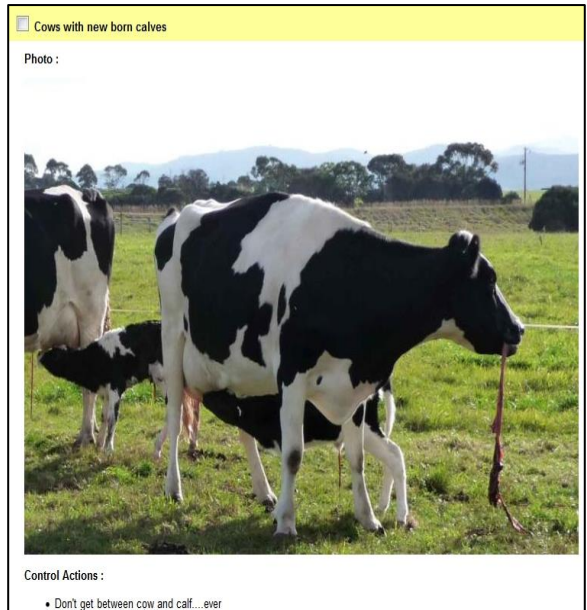
- If working under machinery, ensure it is adequately supported, e.g. with stands and immobilized.
- Ensure people working outside a vehicle wear high-vis clothing so operators can easily locate them.
- other stuff

Cows with new born calves

The Inductee needs to tick each box before "Accept" can be activated at the bottom of the Induction document.

Each Risk that has been added to the Induction document will display along with images, location on farm, control actions etc.

Control actions that have been entered against this Risk.



The inductee can make comments here if necessary.

Your own business disclaimer can be added in Setup and will always automatically display here.

Disclaimer
 We have disclosed all known risks that you will be subjected to on our farm. It is possible that there may be other risks that we have not yet identified which you may encounter.

I have read and understood this

Acceptance
 Please add any comments or remarks you have in the box below:

I have read and understood the "AgrisSmart Demo" Health and Safety Policy

Please sign your name in the box below to indicate you have read and understood this induction

Joe Bloggs

or Upload scanned induction
 No file selected

Your Health and Safety Policy can be added in to Setup and will automatically display here.

A signature can be added here. On a PC the mouse can etch a signature, on a mobile device the inductee can sign with their finger.

The Inductee can click or tap on Accept once all of the boxes have been ticked.

Once the Inductee has accepted the Induction document your Induction list will show as below...

Inductions								Induction Templates	Start II
Name	Location	Start Date	Accept Date	Status	Team Member or Visitor	Team Member/Visitor Name	Created By		
		Feb 14 2017	Feb 14 2017	accepted	visitor	Joe Bloggs	Timesmart Limited		