

# Health and Safety - Start an Induction



Start an Induction by clicking here.

Then fill out the Induction form as below.

## Part 1

The 'Start Induction' form contains the following fields and callouts:

- Team Member:** A dropdown menu currently set to 'none'. Callout: "Select a Team member if the Induction is for a Team member".
- or Existing Visitor:** A dropdown menu currently set to 'none'. Callout: "Select a Visitor from your existing list or create a new Visitor.".
- or New Visitor:** Two text input fields. The first contains 'Joe' and the second contains 'Bloggs'. Callout: "If the visitor is not a previous Induction recipient then fill in the new Visitor details".
- Induction Template:** A dropdown menu currently set to 'none'. Callout: "If a suitable Induction Template has been created previously and it is to be used for this visitor, select the template from this dropdown menu.".
- Location:** A dropdown menu currently set to 'no location'. Callout: "If there is more than a single location on your H&S licence, select the correct location here.".
- Type:** A dropdown menu currently set to 'Visitor'.
- Description / About:** A text area containing "Access to do electrical work". Callout: "Write a description in here as to what area of the business the Induction is giving access to.".
- Disclaimer:** A text area containing a pre-filled 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 whilst on our farm, we therefore encourage you to take care and report any other risks that you may encounter." Callout: "The disclaimer is entered in Setup and automatically populates in here.".

## Part 2

The list of current Risks on farm are displayed at the bottom of the form. The Induction form needs to have the pertinent risks added to it as these risks are the risks that the visitor needs to be especially aware of and will show on the Induction document that they receive.

These are the risks that have been added to the Induction document under the heading "Added"

Risks	
<b>Added</b>	
Being crushed by machinery	✘
Ignition of explosives	✘
Cows with new born calves	✘
Exposure to poisons	✘
<b>Available</b>	
Be careful taking machinery through into this padd ...	
Bees may sting if disrupted	
Being crushed or impaled while removing antlers	+
Being struck during crop unloading/crop discharge	+
Beware of bulls...temperamental blah	+
Exposure to animal remedies	+
Exposure to dairy shed cleaning chemicals	+
Exposure to dairy shed cleaning chemicals	+
Exposure to grain dust	+
Exposure to insecticides and herbicides	+
Exposure to poisons	+
Exposure to poisons	+
Falling from an irrigator	+
Falling from or rolling a 4 wheel ATV	+
Falling into a deep sump or well	+
Falling into a deep sump or well	+

These are the rest of your Risks that have not been added to the Induction document.

Once the appropriate risks have been added click on save at the bottom of the page

The entire risk list being displayed here is currently being improved

