



Induction Form

Must be signed by every member and all staff and returned to management.

September 2017

Business name:		Member/employee
Inductee:		Date:

Item	p	Item	p
No car movements in market area between 6.45am and 11.30am		Waste disposal <i>Must be taken home with you</i>	
Compulsory securing of all structures. <i>Marquees, gazebos and umbrellas</i>		Equipment used onsite, special consideration <i>See Emergency Management Plan</i>	
Emergency contact and plan location. <i>At your stall and at Managers desk</i>		<i>Electrical safety</i> <i>See Emergency Management Plan</i>	
Market Manager's name and number <i>Allie Godfrey 0424168672</i>		Incident reporting, non-compliance issues. <i>See WH&S document & Emergency Management plan</i>	
Emergency evacuation <i>Check nearest location on evacuation map</i>		Drug & alcohol policy on site. <i>Not allowed during market hours, 7am -11am</i>	
First aid box and first aiders <i>At Managers tent</i>		Site rules and special site requirements <i>WH&S document on site & Market Rules -website</i>	
Location of Fire Fighting Equipment <i>At Managers shed</i>		Lost children policy <i>See the Emergency plan and procedures</i>	

Member/employee Print name		Signature		Date	
Inductee Print name		Signature		Date	

