

## **All this is included in the standard Induction Package**

### **1. Tutorial on how to use TANDI Training;**

### **2. Workplace Health and Safety includes;**

- What is work health and safety?
- Employer and employee responsibilities.
- Tips for new employees.
- General safety instructions.
- Fit for work – drugs & alcohol, fatigue and illness.
- Good housekeeping.
- Hazard and risk control.
- Making changes.
- Reporting hazards.
- Personal Protective Equipment (PPE).
- What to do when an incident, accident or injury occurs.
- First Aid.
- Slips, trips and falls.
- Manual handling.
- Repetitive or sustained injuries
- Working in sitting / standing position
- Stretching
- Headsets
- Working with electricity.
- Working at height.
- Chemicals.
- Handling sharps/syringes.
- Assault prevention.
- Armed robbery.
- Bomb threats.
- Occupational stress.
- Sun safety and heat stress.
- Workplace harassment.
- Emergency evacuation procedures.
- Fire emergency.
- Fire extinguishers, reels and blankets.

### **3. HR Policies & Procedures includes;**

- Dress code and personal grooming.
- Fair Work information statement.
- Your personnel file.
- Probation.
- Your pay.
- Reimbursement of expenses.
- Rosters/work schedule.
- Leave. (sick, compassionate, Jury duty, community service, Pregnancy, Maternal / Paternal)
- Ending your employment/termination.
- Code of general conduct.
- Fit for work (Alcohol, Drugs, Fatigue and illness)
- Electronic media use.
- Social media use.
- Recruitment.
- Privacy.
- Mobile phones and personal calls.
- Motor vehicles.
- Discrimination.
- Bullying and harassment.
- Grievance and complaints.
- Performance feedback and development.
- Performance improvement and disciplinary procedures.
- Confidential information and security.

### **5. Retail Sector includes;**

- Risk and hazard prevention in the Retail Industry
- Slips, Trips and falls
- Manual handling
- Receiving goods and handling stock
- Moving carts, mobile racks and trolleys
- Shopping trolleys
- Machinery, equipment and tools
- Pallet jacks
- Manual cleaning tasks
- Using chemicals
- Check outs and static postures
- PPE
- Work environment
- Personal safety and workplace violence
- Armed hold-ups and robberies
- Security during opening and closing
- Personal hygiene
- Hygiene and food safety

**6. Health and Community Services Personnel includes;**

- Infection Control
- SHARPS (Needles and other sharp objects)
- Slips, Trips and falls
- Dealing with aggressive behaviours
- Workplace stress
- Working alone
- Manual handling
- Patient lifting
- Personal Protective Equipment (PPE)
- Latex allergy
- Fire and Evacuation
- Calling and ambulance

**7. Hospitality Service Personnel includes;**

- Equipment safety
- Sharp Objects
- Burns and Scalds
- Chemicals
- Electricity
- Fire
- Carts and Trolleys
- Dish / Glass Washers
- Carbon dioxide
- Personal Safety and Workplace Violence including intoxicated patrons
- Manual Handling
- Personal Protective Equipment (PPE)
- Hygiene & Food Safety

**8. Cleaner and Housekeeping Personnel includes;**

- What are the risks
- Manual cleaning task
- Slips, Trips and falls
- Storing Chemicals
- Skin problems
- Electricity
- Personal safety and Violence in the workplace
- Manual Handling
- Bed making
- Equipment storage and transportation
- Handling laundry and linen
- Carts and trolleys
- Sorting, washing and folding linen
- Handling stock
- Personal Protective Equipment (PPE)
- Infection control
- SHARPS (Needles and other sharp objects)
- Asbestos
- Working Alone

**9. Kitchen and Catering includes;**

- Common Kitchen Equipment Safety
- Sharp Objects
- Burns and Scalds
- Food Service & Storage Equipment
- Slips Trips and Falls
- Chemical Safety
- Heat Stress
- Electricity
- Fire prevention in the kitchen
- Knives, Food Processors, Slicing Machine, Ovens, Stoves, Deep fryer safety
- Carts and Trolleys
- Dish / Glass Washers
- Manual Handling
- Personal Protective Equipment (PPE)
- Cleaning and Sanitizing
- Food Safety

## **10. Warehousing includes;**

- The risks associated with working within storage and warehousing operations
- Hazard and risk prevention
- Prevent injury from slips and trips
- Manual handling
- Loading docks
- Pedestrian safety and exclusion zones
- Forklifts
- Pallet jacks
- Handling carts and trolleys
- Pallet racking
- Picking and packing
- Machinery, equipment and tools
- Personal protective equipment (PPE)
- Working at heights

## **FARMING**

- Risks and hazards of farm work
- Suitable work wear (including Personal Protection Equipment)
- Manual Handling
- Farm Machinery
- Tractors
- Power Take Off guards
- Quad bikes and side-by-side vehicles
- Augers
- Cane harvesting (including machine operators)
- Workshop machinery and equipment
- Working in packing sheds (including noise, grading and packing, handling carts and trolleys, static postures, cool rooms and modified atmospheres)
- Loading docks (including pedestrian safety and exclusion zones, forklifts, forklift operators, pallet jacks)
- Chemicals on the farm
- Working at heights (including cherry pickers and elevated work platforms, ladders)
- Overhead powerlines
- Working in hot and humid conditions
- Confined spaces (including grain silos and bins)
- Unpredictable animals and snakes
- Water hazards on the farm
- Working around railway tracks
- Working alone

## Estimated Times to complete training

<b>Name of Module</b>	<b>Estimated time to complete in minutes</b>
HR Policies and Procedures Module 1	35 to 45
HR Policies and Procedures Module 2	30 to 40
Workplace Health and Safety Module 1	45 to 60
Workplace Health and Safety Module 2	35 to 45
Retail	30 to 40
Cleaners and Housekeeping	30 to 40
Hospitality	30 to 40
Health and Community Services	30 to 40
Cleaner and Housekeeping	30 to 40
Kitchen and Catering	35 to 45
Warehousing	35 to 45
Farming	35 to 45