

## LABOUR HIRE INDUCTION QUESTIONS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. What are the 4 x KI Group documents required to be filled out before you can commence work with KI Group?

\_\_\_\_\_

\_\_\_\_\_

2. What are your requirements as a KI Group employee if you are unable to attend work?

\_\_\_\_\_

\_\_\_\_\_

3. How often are your wages paid to you as an employee of KI Group?

\_\_\_\_\_

\_\_\_\_\_

4. What day of the week are you required to submit your signed authorised timesheet for processing?

\_\_\_\_\_

\_\_\_\_\_

- a. What time is the cut off to have your timesheet submitted for processing?

\_\_\_\_\_

5. Who has the responsibility to submit your timesheet for processing in order for you to be paid?

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6. What do you do if you have an issue / concern with your pay?

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7. What is your requirement if your circumstance change i.e phone number, address etc

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8. Name 2 x responsibilities of KI Group under the OSH act required to directly employ you.

1. 

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2. 

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9. Name 4 x requirements under the OSH act that your host employer has a legal obligation to complete in order to be your host employer?

1. 

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2. 

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3. 

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4. 

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10. List KI Group's 5 x Minimum PPE requirements?

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11. Give an overview of your requirements to comply with KI Group's code of conduct.

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12. What are you required to do if you feel you are the victim of sexual harassment of workplace bullying.

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13. KI has a fit for work policy. What does this mean?

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14. What is your requirement as a KI employee if you witness hazards in the workplace?

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15. List the immediate action you should take if you are injured in the workplace?

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16. List 3 x symptoms of fatigue.

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17. List 3 x hazards associated with operating mobile plant? (Motorised mobile equipment)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

18. List 3 x things you should do before completing a manual handling task.

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19. What is the goal of any isolation system?

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20. List 3 x things you are required to do before working on any isolated equipment?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

21. How do you raise an OSH issue that arises at your workplace?

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22. What phone number do you call if you are involved in an incident or injured outside of KI Group's office hours?

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23. Are you comfortable that the KI Induction has covered your concerns working for KI as a direct employer?

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**POST INDUCTION:**

I have answered the KI induction Questionnaire to the best of my ability and understand all questions in full.

I have the following questions / comments regarding the KI Induction, to which I would like to take up with my KI Representative.

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Name Printed Employee: \_\_\_\_\_

Signed Employee: \_\_\_\_\_

Date: \_\_\_\_\_

**KI USE ONLY**

I have identified the incorrect answers on this induction and have informed the KI Employee of the correct answers and what they mean. I am comfortable this employee has the basic knowledge of HSE & the KI Induction process to work on a KI Site . YES / NO (please circle)

Signed KI Witness: \_\_\_\_\_

Date & Time: \_\_\_\_\_