DRIVER SAFETY INDUCTION MANUAL



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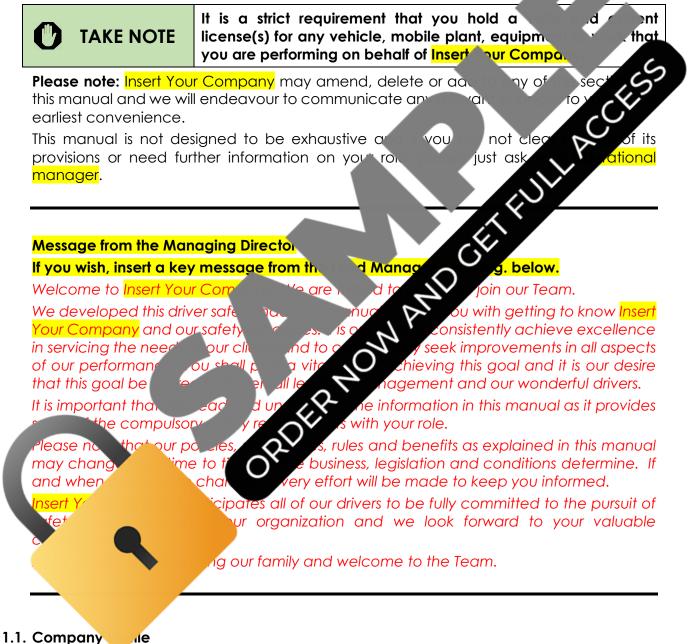
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1. INTRODUCTION

Congratulations on your appointment and welcome to the team at Insert Your Company. We are excited that you have joined us and we look forward to a happy and successful relationship together.

This driver safety induction manual is intended to inform you of the safety r quirements here at Insert Your Company so that you understand the relevant regulation procedures and guidelines to enable safe work practices.



Provide some history here about where or how the company started, what it does and how it has evolved, etc.

1.2. Company Details

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Company Name:	Please complete
Head Office Address:	Please complete
Postal Address:	Please complete
Phone:	Please complete
Email:	Please complete
Website:	Please complete
 B. Core Values Provide an explanation of Insert Your Company is a single we strive every day to control to the strive every day to the strive every day to the strive every d	table, promess with alues. nduct our book with: thines a point for prome highest-level of quality service to e, as the.
TERMS DEFINI	Or
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1.3. Core Values

- Honesty, integrity an
- Innovation and good
- Kindness, respect for o

- he highest-level of quality service to Nurturing s⁺ iih a po • our custo
- Add or de

TERMS DEF

Term	Definmon
	y thing or any action, substance or process in the work nvironment that has the potential to cause an injury, illness or harm.
Inci	An unplanned event resulting in, or having a potential for, injury, ill health damage or other loss.
Procedu.	A specified way to carry out an activity or process.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs. Processes are how Insert Your Company typically operates on a daily basis.
Record	Document(s) stating results achieved or providing evidence of activities performed.



Insert Date

Term	Definition
Risk	The likelihood of a negative effect.
Risk Assessment	The overall process of risk identification, risk ysis and risk evaluation.

3. SAFETY RULES AND EXPECTATIONS

Workplace safety rules and expectations must be established and followed as they are imperative to k everyone safe. Personnel need to understand important reason for following safety rules is fo ir o' personal safety and this is particularly imp undertaking any medium to high-risk activiti

The following list details general safety rules performing activities. It must be understood th rules may change due to our contin improvement opportunities:

followed.

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and that safety

realisation of safety

INDU

 First aid and emergency vacuatio. All work is to be carr assessments and safe work co and \bigtriangledown procedures.

edur

- h verb All safety instruct ften, are to be adhered to (if safe ons issu to do so). Fg o com rith saf ions may result in disciplinary action.
- bt t Workers ar hich they have not been trained or are not comp
- Vehicle, mobile pl f inspection logbooks must be completed as inc 16 ired and mo spection upon request.
- owing evidence of competency for the operation or quali Any and plant and equipment must be able to be presented hicle Ur

ked in designated parking areas only.

must be completed and approved before the applicable iences.

nc

o be cleaned up regularly with rubbish placed in allocated bins. are to be left clean and tidy after use.



Insert Date