

Work Health and Safety Hotel Induction Guidance Note for Employers

A work health and safety induction will form just one segment of your induction program for a new employee. The following are practical steps to aid you through this process:

1. Introduce new employee to the hotel including:
 - Hotel specific work health and safety policies and procedures
2. Hand the employee a copy of the *Work Health and Safety Hotel Induction Handbook* along with any other relevant forms they are required to read and complete.
3. Upon completion, ensure the employee undertakes the knowledge test which is located at the back of the handbook. The answers for this test are found at www.qha.org.au/content/WHS_InductionProgram.asp
4. To aid understanding, a *Work Health and Safety Hotel Induction Handbook* PowerPoint presentation is also available. This should be viewed in conjunction with the handbook, not as an alternative. The slides are designed to be only used as an overview.
5. To use this presentation follow the following simple steps:
 - Download the attachment to your computer from above.
 - Double click on the file to open it
 - On the tool bar open the SLIDE SHOW drop down menu
 - Select the VIEW SLIDE SHOW option

The PowerPoint presentation is automatic and the slides will self scroll. Once the presentation is completed, you can close it down. Either during or after this presentation, or after completion of the handbook, emphasise your hotel-specific requirements in relation to your particular circumstances.

Take the new employee for a tour of your hotel. Indicate the following:

- Show them where all the facilities are located
- Show them where the fire exits and fire fighting equipment is located with particular attention paid to the employees normal work area
- Identify any areas that are potentially high risk i.e. hazards etc

- Show them the location of the First Aid Kits and introduce them to the first aid trained staff member

Have the employee sign the Employee Declaration at the back of the handbook on completion of their induction. This is your record that a work health and safety brief has been provided.