



# Company Induction

(Employee)

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# Objectives

This induction is set out to provide you with a sound understanding of our company and company values:-

- An overall view of the Gordon McKay company, structure
- Clarity on our respective obligations
- Introduce you to Our Way of working to Quality and Safety Standards.

# About Our Company

Formed in 1953, Gordon McKay Pty Ltd is a leading force in :

- Electrical contracting & project management.
- 24/7 electrical & Instrumentation services.
- Hazardous Area Installations & Maintenance.

Gordon McKay Pty Ltd is certified to:

- ISO 9001 Quality Management Systems
- ISO 14001 Environmental Management Systems
- AS 4801 Occupational Health & Safety Management Systems

Our Integrated Management System (IMS)



# Vision, Mission and Values

## Vision

A Company which our Employees, Customers and Suppliers recognise as an industry leader at the forefront of innovation and knowledge development in our collaborative, responsive and accessible culture.

## Mission

To develop people that deliver best practice innovative and reliable Electrical and Instrumentation Services. Adapting quickly to market, industry and company conditions, we collaborate to provide services that exceed our customer's expectations. We embrace our motto "it's never finished, until it's FINISHED."

## Values

**Safety** - Is our number 1 consideration in everything we do.

**Relationships** - We build long term transparent relationships amongst our Employees, Customers and Suppliers, collaborating as partners to deliver exceptional service and results.

**Responsiveness** - We guarantee Employees, Customers and Suppliers have access to the right people to resolve any issues promptly and without bureaucracy.

**Culture** - We pride ourselves in maintaining a team spirit and developing a knowledge based culture where our employees feel valued and part of a unified, highly skilled and motivated team.

**Innovation and adaptability** - We adapt to market, industry and job specific conditions quickly to produce innovative results with sustainable outcomes.

**Quality** - We are committed to quality outcomes which are fit for purpose governed by processes and standards.

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# Organisational Structure

During your employment process your initial reporting lines will be explained to you.

It is important to understand that the company operates in various and distinct industry as well as geographic sectors which you may move through during your employment with us.

At the outset of each project it will be ***made clear to you who's direction you are working under.***

# Company Expectations

The company has a number of large expense items which are reviewed on a monthly basis. Private use of these items is to be limited. Your Contract of Employment provides greater detail regarding your obligations on these topics.

- Phone
- Vehicles
- E-tag
- Internet

Licenses – While we retain and monitor a register of mandatory licenses, it is the employees responsibility to renew/keep the following licenses current and/or advise us immediately should they be cancelled or suspended.

- A Grade License
- CAR/Heavy Vehicle License

# Inductions / Training

Upon employment all personnel are required to undertake induction, maintain relevant certification and undertake instruction as required to keep abreast of our QA and OH&ES Integrated Management System (IMS).

There will be an annual review conducted between yourself and your immediate line manager/supervisor to ensure that you are adequately informed on developments within the Company, the IMS, potential training needs or any changes within your personal life / situation.

# Employee Consultation

Gordon McKay Pty Ltd is committed to consulting with employees and other stake-holders on safety, quality and environmental matters.

Site Tool Box Meetings and Monthly OH&S Committee Meetings are held to gain your views and give you a voice in this very important aspect of the safe operation of the Company.

You will be provided with contact details for the elected Employee Representatives who will be your point of contact to ensure any concerns you may raise are aired appropriately



# Consultation – The Process

Safety Committees - You will be represented by your HSR's – Please raise any issues through them.

- A summary of incidents and actions discussed at the Safety Committee Meetings will be distributed to each employee along with that week's pay advice slip.

ToolBox Meetings - One of which you are required to attend

- Conducted on Projects as required
- Site or Workgroups coordinated through the respective line Manager(s) and workgroup HSR's.

# Incident Reporting

The company's policy is to encourage accurate blame free reporting of accidents, incidents and near misses to ensure continual improvement.

Accordingly the company requires the following to be reported immediately to the supervisor and management (in the case of significant project work on a customer premises, the client representative);

- A near miss occurring at a work site (i.e. an incident where there was potential for serious injury)
- Minor First Aid Injuries.
- Need for immediate medical treatment (i.e. treatment by a doctor in a local surgery or hospital).
- Need for medical treatment that resulted in requiring time off work.
- Damage to assets (Company- customer and third parties)
- Environmental incidents.

All incidents are to be reported using Form #45 *“Workplace Incident, Issue & Corrective Action Advice Form”*.

# Issue Resolution -Overview

In line with the company's policy to encourage **accurate blame free reporting** of Issues and preventive actions we observe the Issue Resolution Process outlined in your contract of employment.

To ensure concerns are addressed the following sequence is to be observed by all parties.

1. Report any concern to your Supervisor or Health & Safety Representative.
2. Your Supervisor will discuss a potential risk control action with you and the Health and Safety Representative on site.
3. If there is an immediate risk to health and safety in the vicinity of the related task, the supervisor and workgroup involved in the task will decide if work has to stop immediately.
4. If there is disagreement about stopping the task, either the supervisor or the HSR may direct that work in that particular area, or by that particular method stop.
5. When work is stopped, the supervisor will re-assign employees to work in a safe area

Note that an OHS issue is regarded as any safety concern, and doesn't necessarily imply that the safety concern involves a dispute.

# Our OHS duties in summary

To provide, as far as *reasonably practicable*, support systems for a safe and healthy working environment through:

- Safe systems of work.
- Training and supervision.
- Safe use, handling, storage and disposal of plant and hazardous substances.
- Maintenance of workplace and welfare facilities.
- Effective consultation.

# “Reasonably Practicable”

## What it means for you.

The term “reasonably practicable” is used in the OH&S Act to describe what has to be taken into account when making OH&S decisions. Essentially, it’s about :

Making sure decisions on controlling risks are based on good quality information ie

- What is known about the dangers of a task, including likelihood of harm occurring and the potential consequences;
- What is known about how to prevent any form of harm from happening.

We aim to support you so that you are aware of potential dangers, and what we collectively think will eliminate or reduce such dangers through consultation, safety analysis and decisive actions.

This induction is the first step in achieving this outcome.

# Extent of OH&S duties.

Our duties extend to:

- Staff and Apprentices under the direct or indirect supervision of our employees.
- Independent contractors (and the employees of those contractors) engaged by Gordon McKay P/L.
- Non employees (including work experience) which may be around the worksite including the general public.

# Employee Obligations

All employees have a duty under the OH&S Act to take reasonable care for **their own safety and the safety of others.**

There is an obligation to co-operate with the employer's initiatives to comply with the Act including but not limited to:

- Following instructions detailed in our safe work method statements contained within the IMS.
- Actively participate in the development and application of Take“5” and Job Safety & Environmental Analysis (JSEA) forms.
- Reporting all hazards or workplace incidents, no matter how minor, using Form #45, *“Workplace Incident, Issue, Corrective & Preventative Action Advice Form”*.
- Actively participate in employee consultation sessions, Tool Box Talks and Job Start Sessions.

# Personal Protective Equipment (PPE)

The Departmental Manager will ensure employees have, or have access to, the following at the time of employment:

- Overalls or similar natural fibre clothing fully covering arms and legs.
- Steel capped safety footwear.
- Helmet/High Visibility Clothing / Vests
- Safety Glasses/Hearing protection.
- Special purpose PPE as required for particular sites/activities or as identified in the JSEA.



# PPE Care

## Helmets

- Should be inspected weekly, look for signs of excessive discolouration of the shell colour or weathering of the surface as this may indicate a loss of strength. Any evidence of wear to the internal harness, splitting or cracking of the shell material means it must be replaced with new.
- Helmets must be replaced every 2 years from date of issue or when helmets are subject to damage. Issue date is to be entered on the internal helmet label.
- Helmets must not be marked, cut or written on.

## Overalls/Pants/Shirts and Boots

- Will be manufactured from natural fibers / hides
- Must be maintained in a clean and tidy condition
- Will be replaced on a fair wear and tear basis.

➤ **Refer to W101 for more detail on PPE and PPE Management**

# Supervision of Apprentices

We refer to the guidelines laid down by EnergySafe for the supervision of electrical apprentices.

- All first year apprentices and work experience personnel must receive “Direct Supervision” by their supervising electrician.
- Apprentices must follow the instructions provided by their supervising electrician.
- Supervising electricians must be aware of their obligation to providing adequate instruction and supervision to apprentices under their control.

Refer to the following guidelines in Part 3 of the induction

- **Apprentice Guidelines and Check List – 177**
- **Work Experience Guidelines and Check List - 175**

# Supervision of Subcontractors

We are responsible for the welfare of subcontractors. This includes :-

- Site inductions
- Sign on of relevant JSEAS/ Take 5's
- Attendance at site meetings including tool box talks and pre starts.
- Their Sign off on relevant ITPS
- Our sign off / acknowledgement of their participation.

**PLEASE GO BACK TO QUESTIONNAIRE**