

First Day Sign-Off



The following page must be reviewed and signed by both the new team member and the Manager on the **first day** of employment. Once completed it must be given to the HR Manager.

Note to the Manager

1. Emergency Procedures

- Make certain that you have discussed your emergency procedures. Your new employee should be made aware of the procedure to follow for fire, earthquake, armed hold-up and other emergencies. Refer to the Emergency Flipchart and Emergency Procedures in the Health & Safety Manual on SouthSite.
- The new employee must fully understand what to do in an emergency, as they will be responsible for not only their own safety, but also that of customers and colleagues.

2. My Comfort at Work

- Check that you have given a copy of the 'My comfort at work' brochure to your new colleague and that they have read and understood the contents. In particular, make reference to the need for their workstation to be comfortably adjusted and to the help and support available if required from the HR Manager.
- Ensure all significant hazards specific to your workplace are explained to your new team member. Make them aware of the Hazard Register found on SouthSite.

3. Personal Safety & Security Protocols

- Go through the brochure and ensure that the new team member describes what to do if:
 - A customer is becoming upset
 - A customer is becoming angry and
 - A customer is becoming aggressive.

It is a legal requirement to provide health and safety information when new employees start work at Southern Response, in order to reduce the risk of personal harm or injury. **Failure to do so can result in substantial fines for both Southern Response and the individual manager concerned.**

Manager's Name: _____

Signature: _____

Date: _____

Note to Employee

I fully understand and have received training in the:

- Emergency Procedures
- My Comfort at Work Brochure
- Personal Safety and Security Protocols

Employee's Name: _____

Signature: _____

Date: _____