

EMPLOYEE PROCEDURE



ANDREAS LÚÐVÍKSSON

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EMPLOYEE PROCEDURES

1. Employees must report daily to Site Supervisor before commencing work, and must always notify Site Supervisor when leaving the premises.
2. New employees must enter the site premises by the front entrance and report to the Site Supervisor when first entering the site.
3. Employees must at all times wear the necessary clothing and equipment appropriate to the nature of work.
4. In some places of work, broadcast frequency radios, walkmans, radio cassettes or CD players may be permitted but must be kept down to a reasonable volume.
5. However on many sites that you may be asked to work on, no broadcast frequency radios, walkmans, radio cassettes or CD players are allowable whatsoever. This will be rigidly adhered to.
6. Any accidents or near misses whether minor or serious, must be reported immediately to the Site Supervisor.
7. Any incident or accidents that require investigation, employees will be asked for their full co-operation with the investigation.
8. REMEMBER, we are not seeking to portion blame, we are attempting to find out exactly what occurred. In doing this, it allows us to reduce the likelihood of further harm occurring.
9. Any hazard identified by employees must be eliminated / isolated or minimised. If this is not possible, inform the Site Supervisor immediately.
10. Dangerous or defective equipment must be reported immediately to the Site Supervisor, and the use of the above must immediately be made inoperable.
11. Employees are not permitted to engage in activities leading to dangerous situations.
12. Employees must not use or be under the influence of alcohol or illegal drugs while on the company's premises or client's site, or while travelling to these locations.



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38 Grace Avenue
Mt. Maunganui
New Zealand

- 13. Employees must comply with all rules, safety regulations and procedures.
- 14. Keep work areas clean and tidy to eliminate hazards.
- 15. Immediately wipe or clean up spillage of oil, grease and liquids from the floor.
- 16. Keep access to fire extinguishers, fire hoses, emergency exits, first aid stations and electrical switchboards clear at all times.
- 17. Hand and power tools must be put back in their designated storage area after use.
- 18. Do not leave combustible liquids on benches and floors - keep in the allocated area.
- 19. Designated smoking areas must be adhered to.

PLEASE NOTE

If you are not certain that you understand the specific safe practices required of you please ask your supervisor for clarification.

GENERAL

DO YOU NEED A WORK PERMIT TO WORK IN NEW ZEALAND? YES/NO
(Please produce if necessary)

ARE YOU AVAILABLE TO WORK;

Shifts:	YES/NO	Part Time:	YES/NO
Casual:	YES/NO	Temporary:	YES/NO
Overtime:	YES/NO	Weekends:	YES/NO

DO YOU HAVE ANY MEDICAL CONDITION WHICH MIGHT AFFECT YOUR ABILITY TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING?

YES/NO (If yes please specify)



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DO YOU SMOKE? YES/NO

I agree that my previous employers may be contacted as referees. However, my current employer will not be contacted without my express consent beforehand.

I acknowledge that if appointed my salary or wages will be direct-credited to my bank account.

In the event of appointment I agree to be covered by the terms and conditions of the Health and Safety Guidelines Handbook for employees and contractors that will be issued to me.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE

Note: Under the provisions of the Privacy Act 1993, none of the information contained in this document can be provided to any other party without the consent of the employee.