

REGISTRATION OF INTEREST FORM**Application Pack Checklist**

Name: _____

Date: _____

Please provide correct and accurate information

<u>HRF 02</u>	Registration of Interest Form	<input type="checkbox"/>
<u>HSE 01</u>	Health Safety and Environment Policy (Read and Initial)	<input type="checkbox"/>
<u>HRF 01</u>	Human Resource Policy (Read and Initial)	<input type="checkbox"/>
<u>QMF 01</u>	Quality Management Policy (Read and Initial)	<input type="checkbox"/>
<u>HRF 13</u>	Code of Conduct Policy (Read and Initial)	<input type="checkbox"/>
<u>HRF 35</u>	Social Media Policy (Read and Initial)	<input type="checkbox"/>
<u>HRF 14</u>	Confidentiality Agreement (Read and Initial)	<input type="checkbox"/>
<u>HSE 04</u>	Drug and Alcohol Policy (Read, Initial and Sign - 2 Pages)	<input type="checkbox"/>
<u>HRF 07</u>	Pre Employment Reference Checks	<input type="checkbox"/>

Please also provide the following information:

Copy of Drivers License	<input type="checkbox"/>
Copy of Trade Certificate (If Applicable)	<input type="checkbox"/>
Copy of Relevant Tickets (CS, SWAH, Blue Card etc)	<input type="checkbox"/>
Tax Declaration Form	<input type="checkbox"/>
Superannuation form	<input type="checkbox"/>
\$2 for K Form	<input type="checkbox"/>
SMP Induction Questionnaire	<input type="checkbox"/>

HRF02_02 19/07/2019

Section 1. Personal Details

Surname		Given Names	
Date of Birth		Male <input type="checkbox"/> Female <input type="checkbox"/>	
Street Address			
Suburb		State	Postcode
Home Ph		Mobile	
Email			
Are you an Australia resident? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you an Aboriginal or Torres Strait Islander (Optional) Yes <input type="checkbox"/> No <input type="checkbox"/>	

If you are not an Australian Resident please attach details of your immigration visa.

Section 2. Emergency Contact Information (Must be based in Australia)

Last Name:	Given Name	Relationship
Address		
Suburb	State	Postcode
Work Ph	Mobile Ph	Home Ph

Section 3. Experience

Do you have previous experience working in the mining industry? Yes ☐ No ☐ How Long? (Years)

Do you have previous experience in the construction industry? Yes ☐ No ☐ How Long? (Years)

Section 4. Position Sought (Qualification Based)

Please tick the boxes of the positions you are interested in below

Blue Collar

<input type="checkbox"/> Boilermaker (1002)	<input type="checkbox"/> Fitter Fixed Plant	<input type="checkbox"/> Rigger Intermediate (RI) (4003)	<input type="checkbox"/> Welder MIG
<input type="checkbox"/> Boilermaker Welder (Coded)	<input type="checkbox"/> Fitter Hydraulic	<input type="checkbox"/> Storeman (3004)	<input type="checkbox"/> Welder STICK
<input type="checkbox"/> Carpenter (1003)	<input type="checkbox"/> Fitter Machinist	<input type="checkbox"/> Trade Assistant (3004)	<input type="checkbox"/> Welder TIG
<input type="checkbox"/> Coded Welder (3002)	<input type="checkbox"/> Fitter Pipe (3001)	<input type="checkbox"/> Welder Pipe CS (3005)	<input type="checkbox"/> Welder ARC
<input type="checkbox"/> Crane Operator	<input type="checkbox"/> Plumber (1004)	<input type="checkbox"/> Welder Pipe SS (3006)	<input type="checkbox"/> Welder POLY (3009)
<input type="checkbox"/> Fitter General (1001)	<input type="checkbox"/> Rigger Advanced (RA) (4004)	<input type="checkbox"/> Welder Plate CS (3007)	<input type="checkbox"/> Welder Flux Core
<input type="checkbox"/> Fitter Diesel	<input type="checkbox"/> Rigger Basic (RB) (4002)	<input type="checkbox"/> Welder Plate SS (3008)	<input type="checkbox"/> Welder Wire Feed

White Collar

<input type="checkbox"/> Administrator (2011)	<input type="checkbox"/> Engineering Mechanical (1005)	<input type="checkbox"/> HSE Manager	<input type="checkbox"/> QA/QC Manager (2005)
<input type="checkbox"/> Construction Manager (2002)	<input type="checkbox"/> Engineering Management	<input type="checkbox"/> Project Planner (2007)	<input type="checkbox"/> Superintendent (2003)
<input type="checkbox"/> Engineering Civil (1006)	<input type="checkbox"/> Engineering Project (1007)	<input type="checkbox"/> Project Manager (2001)	<input type="checkbox"/> Supervisor (2004)
<input type="checkbox"/> Engineering Electrical (1009)	<input type="checkbox"/> Engineering Structural (1011)	<input type="checkbox"/> Project Scheduler (2008)	
<input type="checkbox"/> Engineering Graduate (1010)	<input type="checkbox"/> HSE Advisor (2009)	<input type="checkbox"/> QA/QC Inspector	

Section 5. Position Sought (High Risk License Based)

Do you have a High Risk Work Licence / WorkSafe Certificate

Yes ☐ No ☐

Cert/Ref Number

State

Issue Date

Expiry Date

If Yes, select your WorkSafe level of qualification from list below

Dogging

☐ DG- Dogging

Rigging

☐ RB-Basic Rigging

☐ RI-Intermediate Rigging

☐ RA-Advanced Rigging

Scaffolding

☐ SB-Basic Scaffolding

☐ SI-Intermediate Scaffolding

☐ SA-Advanced Scaffolding

Loadshifting (Forklift)

☐ LF-Forklift Truck Operation

☐ LO-Order-picking Forklift Truck

Concrete Placing Boom

☐ PB-Concrete Placing Boom Operation

Hoists

☐ HM-Material Hoist Operation

☐ HP-Hoist Operation

Crane

☐ CT-Tower Crane Operation

☐ CD-Derrick Crane Operation

☐ CN-Non-slewing Mobile Crane Operations (> than 3 tonne)

☐ CV-Vehicle-loading Crane Operation (>or equal to 10 tonne)

☐ C2-Slewing Mobile Crane Operations (up to 20 tonne)

☐ C6-Slewing Mobile Crane Operations (up to 60 tonne)

☐ C1-Slewing Mobile Crane Operations (up to 100 tonne)

☐ C0-Slewing Mobile Crane Operations (> than 100 tonne)

☐ CB-Bridge and Gantry Crane Operation

☐ CP-Portal Boom Crane Operation

Pressure Equipment (Boilermaker)

☐ BB-Basic Boiler Maker

☐ BI-Intermediate Boiler Maker

☐ BA-Advanced Boiler Operation

☐ TO-Turbine Operation

☐ ES-Reciprocating Steam Engine Operation

Elevating Work Platform

☐ WP –Boom-type Elevating Work Platform

Section 6. Medical and First Aid Qualifications

Do you have a First Aid Certificate? Yes ☐ No ☐ Cert/Ref Number

Expiry Date

State

If yes – What is the name of your certificate?

☐ Emergency First Aid (Introductory First Aid)

☐ Basic Workplace First Aid

☐ Senior First Aid

☐ Workplace First Aid (Worksafe Level 2)

☐ Remote Area First Aid

☐ Occupational First Aid (Workplace Level 3)

Section 7. Welding Qualifications

Do you have a welding qualification? Yes ☐ No ☐ ☐ **Cert/Ref Number:**

If Yes, please indicate your current and lapsed codes including the process used and the State of Australia in which you gained certification

Stick Electrodes (SMAW) <input type="checkbox"/> Structural <input type="checkbox"/> Pipe	Expiry Date:	State Certified:
Gas Shielded Flux Cored (FCAW) <input type="checkbox"/> Structural <input type="checkbox"/> Pipe	Expiry Date	State Certified
Sub Arc Welding (SAW) <input type="checkbox"/> Structural <input type="checkbox"/> Pipe	Expiry Date	State Certified
TIG Welding (GTAW) <input type="checkbox"/> Structural <input type="checkbox"/> Pipe	Expiry Date	State Certified

Section 8. Western Australian Electrical Licence

Do you have a WA electrical licence? Yes ☐ No ☐ Cert/Ref Number Expiry Date State

If Yes, select the relevant classification below (Please attach a copy of your certificate)

<input type="checkbox"/> A Grade – Licenced Electrician	<input type="checkbox"/> C Grade – Apprentice Electrician	<input type="checkbox"/> Restricted Electrical Worker's Licence
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Section 9. Gas Fitting Licence

Do you have a gas fitting licence? Yes ☐ No ☐ Cert/Ref Number Expiry Date

(A copy of your certificate must be attached)

Section 10. Other Licences/Certificates/Qualifications/Training

Other Qualifications? Yes ☐ No ☐ Cert/Ref Number Expiry Date

Details

Section 11. Drivers Licence Information

Drivers Licence	Cert/Ref Number	Expiry Date	State
<input type="checkbox"/> C Car	<input type="checkbox"/> MR Medium Rigid	<input type="checkbox"/> HC Heavy Combination	<input type="checkbox"/> R-E Motorcycle (max 250cc)
<input type="checkbox"/> LR Light Rigid	<input type="checkbox"/> HR Heavy Rigid	<input type="checkbox"/> MC Multi Combination	<input type="checkbox"/> Motorcycle
Defensive Driver Training Have you completed a Defensive Driving Course?			<input type="checkbox"/> 2WD <input type="checkbox"/> 4WD
Cert/Ref Number:	Certifying Organisation:	Date Completed:	

Section 12. Highest Education Achieved

Name of Organisation	Year Completed	State
<input type="checkbox"/> High School	<input type="checkbox"/> Trade Certification	<input type="checkbox"/> Bachelor Degree
<input type="checkbox"/> Diploma/Certificate	<input type="checkbox"/> Masters Degree	<input type="checkbox"/> PHD

Section 13. Trade Qualifications, Degree and Diploma Information

Mechanical Fabrication Engineering

Metal Machinist	Cert/Ref Number	Year Completed	State
Mechanical Fitter	Cert/Ref Number	Year Completed	State
General Mechanical Engineering	Cert/Ref Number	Year Completed	State
General Fabrication Engineering	Cert/Ref Number	Year Completed	State
Welder	Cert/Ref Number	Year Completed	State
Special Class Welder	Cert/Ref Number	Year Completed	State
Metal Fabricator	Cert/Ref Number	Year Completed	State
Sheet Metal Worker	Cert/Ref Number	Year Completed	State
Motor Mechanic	Cert/Ref Number	Year Completed	State

Electrical

Electrician	Cert/Ref Number	Year Completed	State
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Construction

Carpenter	Cert/Ref Number	Year Completed	State
Plumber	Cert/Ref Number	Year Completed	State

Engineering

Agricultural Engineer	Cert/Ref Number	Year Completed	State
Chemical Engineer	Cert/Ref Number	Year Completed	State
Civil Engineer	Cert/Ref Number	Year Completed	State
Draftsman	Cert/Ref Number	Year Completed	State
Electrical Engineer	Cert/Ref Number	Year Completed	State
Environmental Engineer	Cert/Ref Number	Year Completed	State
Industrial Engineer	Cert/Ref Number	Year Completed	State
Maintenance Planner	Cert/Ref Number	Year Completed	State
Materials Engineer	Cert/Ref Number	Year Completed	State
Mechanical Engineer	Cert/Ref Number	Year Completed	State
Petroleum Engineer	Cert/Ref Number	Year Completed	State

Section 14. Employment History

Beginning with your most recent employment please provide details for the last 5 years.

IMPORTANT We may contact your previous employers for the purpose of confirming your employment details, Can we contact your current employer? Yes ☐ No ☐

1. Company Name

Position Held

Name of Supervisor

Telephone number

Employment Date From

To

Main Responsibilities

Project/ Location

Reason for leaving

2. Company Name

Position Held

Name of Supervisor

Telephone number

Employment Date From

To

Main Responsibilities

Project/ Location

Reason for leaving

3. Company Name

Position Held

Name of Supervisor

Telephone number

Employment Date From

To

Main Responsibilities

Project/ Location

Reason for leaving

4. Company Name

Position Held

Name of Supervisor

Telephone number

Employment Date From

To

Main Responsibilities

Project/ Location

Reason for leaving

5. Company Name	Position Held
Name of Supervisor	Telephone number
Employment Date From	To
Main Responsibilities	
Project/ Location	Reason for leaving
6. Company Name	Position Held
Name of Supervisor	Telephone number
Employment Date From	To
Main Responsibilities	
Project/ Location	Reason for leaving
7. Company Name	Position Held
Name of Supervisor	Telephone number
Employment Date From	To
Main Responsibilities	
Project/ Location	Reason for leaving
8. Company Name	Position Held
Name of Supervisor	Telephone number
Employment Date From	To
Main Responsibilities	
Project/ Location	Reason for leaving
9. Company Name	Position Held
Name of Supervisor	Telephone number
Employment Date From	To
Main Responsibilities	
Project/ Location	Reason for leaving

Section 15. Health (Lifestyle)

Height

Weight

Do you take any medication? If yes – please provide details below.

Do you drink alcohol? If yes – Please state the number of standard glasses per day (on average)

Do you smoke?

Yes

☐

Cigarettes/day:

Cigars/day:

Stopped

☐

I smoked for

years and stopped on

Never Smoked

☐

What type of exercise do you do?

Section 16. Personal Health History

Yes

No

If Yes give details

1. Do you have any physical disability?

2. Is there any loss in the sight of either eye?

3. Have you any hearing loss?

4. Are you affected by climbing heights?

5. Have you had back/neck trouble of any kind?

6. Have you had any heart trouble or angina?

7. Have you had any severe injuries or operations?

8. Have you ever had any bone fractures or dislocations?

9. Have you ever had any ankle or knee trouble of any kind?

10. Have you ever had a ruptured hernia?

11. Have you ever had any wrist or elbow trouble of any kind?

12. Have you ever had any nervous trouble, epilepsy or fainting?

13. Have you ever suffered from depression, or anxiety?

14. Have you ever had any skin conditions (eg. dermatitis)?

15. Have you ever had a repetitive strain injury?

16. Have you ever had stomach ulcers, gall or kidney disorders?

	Yes	No	If Yes give details
17. Have you ever had whiplash from an accident?			
18. Do you have any allergies?			
19. Have you ever had Asthma, Tuberculosis or Pleurisy?			
20. Have you ever had Rheumatics or Arthritis of any form?			
21. Have you ever had Goitre or thyroid troubles?			
22. Have you ever had high blood pressure?			
23. Have you ever had kidney or bladder disease?			
24. Have you ever had cancer or tumour of any kind (including skin)?			
25. Have you ever had ear discharge, antrum or sinus trouble?			
26. Have you ever had persistent headaches?			
27. Have you ever had any other illness, breakdown or met with any injury that has not already been stated above?			
28. Have you had a Medical Examination done during last 12 months?			
29. From time to time, SMP Engineering will conduct Medical Examinations as a third party for our clients. Do you consent to SMP Engineering disclosing this information to our clients?			
29. Have you ever made a Workers Compensation Claim?			

Description of Injury or Disability	Date Occurred	Duration	Employer

Section 17. Fitness for Work

It is important all employees are medically fit to perform the duties associated with the position you are applying for.

Do you agree to undergo a full pre-employment medical and physical assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any medical condition or other reason that may prevent you from working at heights?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any medical condition or other reason that may prevent you from working in a confined space?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you agree to not be in possession of, under the influence of, or consume intoxicating liquor or drugs whilst on any SMP Engineering project?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 18. Employee Payroll & Clothing Information

SMP Engineering employ a range of initiatives designed to minimise our impact on the environment. One of these initiatives is reducing the amount of paper we use by sending all pay slips via email. You can further help us by agreeing to receive other information from us via email rather than through the post.

Do you consent to receiving payment summaries via email?

Yes ☐ No ☐**Banking Details**

Account Name

Bank Name

Branch

BSB Number

Account No

Account Type

Savings ☐Cheque ☐Other ☐**Superannuation Details**

Scheme/Company

Policy No.

Clothing Sizes

ITEM

Please circle correct size

Other Size

Shirt Size

39/40

41/42

43/44

45/46

47/48

Pants Size

82R

87R

92R

97R

102R

Boots Size

8

9

10

11

12

Signature

I, [print name]

acknowledge all the details are true and correct

Section 79 of the Western Australian Workers' Compensation and Injury Management Act 1981 gives an arbitrator discretion to refuse to award compensation which would otherwise be payable where it is proved that the worker has, at time of seeking or entering employment in respect of which they claim compensation for an injury, wilfully and falsely represented him/herself as not having previously suffered from the injury.

Signature

Date

PLEASE NOTE – No guarantee of employment is given by the completion of this form.

Health Safety and Environmental Policy (HSE)

At SMP Engineering our health safety and environmental goal is for Zero Harm:

- + Zero harm to our employees health,
- + Zero harm to the safety of our employees, our clients or others, and
- + Zero harm to the environment in which we work.

SMP Engineering will ensure compliance with the Occupational Health and Safety Act 1984 and Regulations 1996, applicable Regulations, Standards and Codes of Practice. We will always put the safety of our people first.

The leadership of SMP Engineering is committed to building and maintaining a work culture that supports our goals. Through the provision of adequate resources, induction, training, effective risk assessment tools and open communication we ensure we can achieve our goals.

All SMP Engineering employees are expected to commit to our goals and comply with our procedures and systems, Occupational Health and Safety and Environmental Regulations and Standards.

Employees are expected to respect the Occupational Health and Safety and Environmental policies and procedures of our clients and immediately raise any inconsistencies with their immediate supervision. We encourage employees to think through all work tasks using the following safety tools as a minimum:

- + Take Five,
- + Job Safety Analysis, and
- + Safety Interactions.

We will protect the environment in which we work and seek ways to minimise or eliminate inefficient energy practises in all our activities. This will be achieved through the following processes:

- + Reduce
- + Re-use
- + Recycle, and
- + Rethink

We will engage with our clients and discuss risks to the environment and agree appropriate controls. All our actions relating to the environment, where possible will be based on best practice.

SMP Engineering leadership will make Occupational Health and Safety and threats to the work environment a priority at all times. We will work collaboratively with clients to control or eliminate risks and hazards.

We will strive to continuously improve and ensure that at risk behaviours are not tolerated. Our culture will reward those that settle for nothing less than our goal of Zero Harm.



Troy Cawthan
Managing Director

Initial _____

Human Resource Policy (HR)

At SMP Engineering we value our people. Through trust, honesty and commitment we will develop our team and ensure we enable our people to be the best they can be.

We aim to provide stimulating work for our employees and to develop a work culture that allows people to develop skills and work to the highest standards within relevant legislative requirements.

The leadership of SMP Engineering will provide the necessary resources to ensure:

- + Recruitment and selection is performed fairly and focuses on matching skills and qualifications to workscopes
- + Regular constructive feedback is given on performance
- + Practical induction training is provided to allow our employees to understand our organisation and the way we work
- + Employment instruments used are fair, representative of market conditions, performance and the level of responsibility
- + Dispute resolution is managed transparently and with respect
- + Employees are encouraged to enhance their skills and may be offered professional training opportunities
- + All employees are aware that SMP Engineering is an equal opportunity employer and will not tolerate any forms of discrimination or harassment

Employees will be provided every support to ensure they respect the rights of others through open communication, the provision of clear instructions, procedures and policies.



Troy Cawthan
Managing Director

Initial_____

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Structural + Mechanical + Piping + Engineering

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Quality Management Policy (QM)

SMP Engineering aims to meet or exceed AS/NZS ISO 9001:2008. We are committed to producing results of the highest quality.

We look at quality from two dimensions: service quality as perceived by our clients and quality project outcomes. We are driven by a desire to continuously improve the quality of our operations and the services we provide.

Excellent service quality to our clients will be achieved by:

- + Clearly understanding customer required outcomes
- + Maintaining processes and procedures which support a high quality
- + Support open communications and flexibility in meeting the changing needs of our clients
- + Maintaining sound change management disciplines
- + Delivering services on time within agreed budgets
- + Providing a culture where continuous improvement is encouraged
- + Appropriately inducting and training employees to understand our quality standards

Quality project outcomes will be achieved by:

- + Superior safety performance
- + Delivering on schedule
- + Delivering within agreed budget parameters
- + Workscopes completed as per specification
- + Ease and accuracy of administration
- + Project closeout capturing all learnings and shared with key stakeholders

Our business success will be measured by:

- + Client feedback and repeat business
- + Profit consistent with commercial goals
- + All invoices paid in full and on time

We encourage our employees to strive for continuous improvement.



Troy Cawthan
Managing Director

Initial _____

Code of Conduct Policy (COC)

Personal and Professional Behaviour

- + All staff should comply with SMP Engineering's Occupational Health and Safety policy along with the relevant government regulations and appropriate professional standards.

Behaviour outside Hours of Duty

- + Staff shall conduct their personal affairs in a manner that does not affect their official duties. Staff shall be aware that their activity or behaviour outside of working hours could bring the integrity of the company into disrepute.

Alcohol and Drugs

- + All employees and subcontractors must adhere to SMP Engineering's Drug and Alcohol policy.

Personal Presentation

- + In order to promote a professional image that enhances the technical services made available by SMP Engineering and promotes the corporate image, all staff members shall maintain a high standard of grooming and personal presentation.

Interaction with Colleagues

- + Staff shall work cooperatively with colleagues, support and learn from each other and accept differences in personal style.

Equal Employment Opportunity

- + Staff decision making and professional conduct shall be consistent with the provisions of Equal Opportunity Legislation. Staff shall ensure they observe the EEO principles, exhibit appropriate behaviours and provide a work environment free of harassment bullying and discrimination.

Conflict of Interest

- + Staff and subcontractors shall act in the best interests of SMP Engineering and not any manner designed to gain an unfair advantage for themselves or for other individuals, family, friends or business acquaintances.

Initial _____

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Structural + Mechanical + Piping + Engineering

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Social Media Policy (SM)

At SMP Engineering we encourage open communication and recognise online conversations are now part of our way of life. Social media forms part of our brand strategy. We are committed to participate in social media the right way.

This Social Media Policy provides guidance for employee's use of social media, which should broadly be understood for the purposes of this policy, to include: all social networking sites and services that permit users to share information with others.

The leadership of SMP Engineering will be responsible for:

- + the updating and maintenance of official SMP Engineering social media sites;
- + informing employees of this policy and any changes made from time to time;
- + appointment of a "spokesperson" for the business when appropriate to be the "voice" of SMP in social media
- + moderating user generated content posted on the account.

Employees of SMP Engineering shall:

- + follow SMP's Code of Business Conduct and all other Company policies;
- + remember to NEVER disclose private information about SMP on social media;
- + ensure prior permission is obtained to post, share or distribute images of individuals whose images are identifiable;
- + recognise that it is difficult for "private" online conversations to stay private and so always:
 1. show respect for your audience and uphold the SMP values;
 2. do not use SMP imagery or our brand without permission;
 3. do not mention SMP or any of our clients without permission;
 4. identify comments and opinions as your own and not that of SMP;
 5. stop and think - when in doubt DO NOT POST.



Troy Cawthan
Managing Director

Initial _____

Confidentiality Agreement

1. Confidentiality

- 1.1. In the course of your employment with SMP Engineering (SMP) you will receive and acquire confidential information that is the property of SMP.
- 1.2. You must during and after your employment with SMP take all reasonable steps to keep confidential all information that is disclosed to or obtained by you as a result of or during the course of your employment with SMP.
- 1.3. You must not either during or after your employment with SMP:
 - 1.3.1. Disclose to any person confidential information relating to the business or affairs of SMP, its employees or customers unless specifically authorised to so by the Managing Director of SMP in writing.
 - 1.3.2. Other than to the extent that it is necessary to enable you to perform your duties:
 - (i) make extracts from, copy or duplicate confidential information;
 - (ii) make adaptations of confidential information;
 - (iii) make use of confidential information for private purposes, or in any manner which may, or is calculated to cause injury or loss to SMP, its employees or customers; and
 - (iv) other than for the benefit of SMP make notes, documents, working papers or memorandum relating to any matter within scope of the business of SMP or concerning any of its dealings or affairs.
- 1.4 Clause 1.2 and 1.3 shall continue to apply despite the termination or cessation of your employment by either SMP or you.
- 1.5 Without limiting the generality of the above, for the purpose of this clause, "confidential information" means and includes any information relating to SMP, its business and activity including but not limited to intellectual property, financial information and other commercially valuable information in whatever form but excluding any matter that has become public knowledge or part of the public domain and all other information provided by you which is either labelled or expressed to be confidential, or given to you in circumstance where one would expect information to be confidential to SMP.

2. Return of Property on Cessation

Upon cessation of your employment, you are required to deliver to SMP all property including uniforms, keys, equipment, mobile telephones, books, documents, papers, materials and copies thereof which belong to SMP which may be in your possession or under your control.

Initial _____

Drugs and Alcohol Policy

SMP Engineering (SMP) is committed to providing a safe work system and a safe work environment by eliminating conditions and work practices that could lead to illness or personal injury, equipment or other property damage and disruption to its business.

People whose fitness for work may be impaired by alcohol or the use of illicit drugs (such as cannabis, amphetamines, cocaine, opiates and other narcotics), the use of prescription drugs (such as benzodiazepines, barbiturates or methadone) or the misuse of non-prescription drugs (such as codeine) could pose a risk to themselves and to other people. SMP has undertaken to minimise the threat alcohol and other drug consumption can present, to both its employees and the business.

This policy applies to all SMP employees and subcontractors whilst working in our premises and on our client sites. All employees and subcontractors are expected to behave in a responsible manner and present themselves for work in a fit and healthy state. Accordingly, a person adversely affected by alcohol or any other drug is not permitted to enter, or remain at, any SMP workplace or the workplace of any client.

All SMP employees and subcontractors are subject to mandatory drug and alcohol testing prior to commencement on any/all sites and random testing. SMP employees and subcontractors will abide by all HS&E policies as advised by the client, which may include random testing.

Supervisors are responsible for taking prompt and appropriate action whenever they believe a person is not capable of working in a safe and effective manner. This may include;

- + Removing the person from the workplace and any potential hazards.
- + Co-ordinating the person's safe return to their home or company provided accommodation.

In the event of a positive alcohol and drug test:

- + SMP reserves that right at its sole discretion to dismiss an employee or terminate a subcontractor who is in breach of this policy;
- + the employee or subcontractor will not be covered for travel time to and from site; and if applicable
- + any airfares and other travel expenses will be met by the employee or subcontractor.

A refusal to submit a sample (breath or urine) for testing will be considered a positive result. All tests will be conducted in accordance with Australian Standards AS/NZS 4308:2001 and AS 3547-1997.



Troy Cawthan
Managing Director

Initial _____

This policy applies to all Employees / Subcontractors / Visitors to any SMP Engineering or client site, REGARDLESS OF DURATION

Item	Initial
+ Employee has read and understands SMP Engineering's HSE Policy	
+ Employee has read and understands SMP Engineering's HR Policy	
+ Employee has read and understands SMP Engineering's QM Policy	
+ Employee has read and understands SMP Engineering's COC Policy	
+ Employee has read and understands SMP Engineering's SM Policy	
+ Employee has read and understands SMP Engineering's Confidentiality Agreement	
+ Employee has read and understands SMP Engineering Drug & Alcohol Policy.	
+ Employee advised of requirement for mandatory drug and alcohol testing prior to commencement on any / all sites.	
+ Employee advised of random drug and alcohol testing conducted on any / all sites (ie ; random testing of workforce may be conducted within 4 hours of each shift).	
+ Employee advised that in addition to drugs prescribed by a doctor, over-the-counter drugs may also return a positive result. If employee is subjected to a mandatory or random drug test they must advise if any prescription or non-prescription drugs have been taken and the name of same.	
+ Employee advised of penalties for non-conformity : <ul style="list-style-type: none">▪ Travel time to and from site will not be paid▪ Airfares and other travel expenses will be met by the employee▪ Possible termination of employment	

Acknowledgment

I, _____ agree to abide by all the relevant Policies & Procedures and confirm the above has been explained to me in full.

Signed in the presence of:

Signature of Employee

Signature of Witness

Print Name

Print Name

Date

Date

General Induction Questionnaire

Please circle the correct answer:

Name: _____ Date: _____

Facilitator: _____ Score: _____

1. What under pins all we do at SMP?
 - a. Our health, safety and environment systems
 - b. Our human resources policy
 - c. Our quality management policy
 - d. Our code of conduct policy
 - e. All of the above

2. What are the key steps in a Take 5?
 - a. Think through the task; spot hazards; assess risks; make changes; do job safely
 - b. Think through the task; put on a hard hat; do job safely
 - c. Think through task and make changes
 - d. Think through task; implement PPE; make changes; do job safely

3. What is the benefit of a JHA?
 - a. It slows the job down, meaning we have more time to conduct toolbox meetings
 - b. We have to complete 5 JHA's per day
 - c. A JHA helps us identify each step of a job and what could go wrong
 - d. A JHA helps get us through safety audits

4. How long after an incident or near miss should we report the incident to a supervisor?
 - a. Within 24 hrs
 - b. By the next shift
 - c. Within 15 minutes
 - d. Before your next shift starts

5. List 3 items of PPE typically issued on a construction site
 - a. Water bottle, long pants and a singlet
 - b. Safety glasses, long sleeve high vis shirt and gloves
 - c. Safety glasses, boots and a towel
 - d. Boots, washing detergent and a baseball cap
6. Finish this sentence. If you have fitted your earplugs properly...
 - a. They will be re-useable
 - b. You cant hear anything
 - c. The ear plug should not extend beyond the flap of the ear canal
 - d. The ear plug will extend beyond the flap of the ear canal making it easier to get out
7. Where could you check information about dust, gases, and vapour hazards at the workplace?
 - a. The hazard register
 - b. By smelling the air
 - c. By checking for discolouration in the air
 - d. By checking incident records
8. A pre-start meeting includes the safety topic of the day
 - a. True
 - b. False
9. Good stacking and storage is a key part of good housekeeping
 - a. True
 - b. False
10. If you have a manual handling task what should you do first?
 - a. Lift it carefully to check how heavy it is
 - b. Do some stretches first
 - c. Make sure no-one is around in case you lift it incorrectly
 - d. Do a Take 5

11. Fitness for work means?

- a. Being a strong athlete
- b. Following a gym/fitness regime regularly
- c. You are in a physical, mental or emotional state which enables you to perform assigned tasks competently
- d. You only had three drinks the night before your shift

12. What should you check before using an electrical tool?

- a. How old the equipment is
- b. That it has a current electrical tag
- c. That it has an SMP asset code engraved on it
- d. That the equipment has a red tag

13. The following are signs of thermal stress and dehydration – excessive sweating, headaches, thirst and behaviour changes?

- a. True
- b. False

14. When you are working on a client's site which isolation procedure do you use?

- a. SMP's isolation procedure
- b. The client's isolation procedure

15. What is important to be aware of if working in the SMP workshop/warehouse?

- a. Lunch is at 1300hrs
- b. Adhere to safety signage and PPE requirements
- c. Vehicles may enter the welding areas
- d. The recycling bins should be moved out of the way

General Induction Declaration

Please initial to confirm you agree with the following:

	INITIAL
I declare that I understand all documents and policies by way of adequate English literacy and will communicate in plain English any questions or concerns I have.	
I have read and agree to abide by all requirements of the SMP Engineering HSE policy.	
I agree to look out for my work colleagues, the companies and my own HSE interests.	
I commit to reporting fit for work on a daily basis and will report to my supervisor should my fitness for work change during my shift.	
I agree to comply with all PPE requirements and utilise all PPE provided to me by my employer.	
I will report ALL INCIDENTS, (including near miss) to my supervisor within 15 minutes.	
I will report all environmental spills within 15 minutes. I will reduce, reuse and recycle wherever possible.	
Driving – Wearing seat belt, abiding by road rules, being courteous to other drivers and not driving tired.	

I understand and will fully comply with the information covered in this safety induction.	
Signature:	Date:
Facilitator Signature:	Date: