



INDUCTIONHANDBOOK & BASIC SYSTEMS GUIDE RECEIPT

*This receipt **must be signed** by the employee / contractor once the induction process is complete.*

Remove it from the booklet once complete, the employee / contractor shall retain the booklet for reference purposes, and this receipt shall be stapled inside the employees file for record purposes.

I, (print name).....

of (address).....

have completed Michael Parker Building Safety Induction and agree that I clearly understand my responsibilities as an Michael Parker Building employee, contractor, supplier or where applicable client.

I agree to abide by all Michael Parker Building rules and regulations, (or as issued from time to time) and meet the obligations set out under relevant OHS/WHS legislation.

I declare that I have read (or have had explained to me whilst being inducted) to my satisfaction, this Handbook and Basic Systems Guide and its contents, and understand the instructions, rules and regulations contained within this manual, and that I accept them fully.

Date:.....

Signature:.....

Next of Kin for Emergency Contact:.....PH:.....

Staff Member Name:.....Signature:.....

Position:.....

Date:.....

Note This receipt **MUST** be retained on file, once complete!