

EMPLOYEE INFORMATION	
Name	Phone
Address	Email
BSB Account	Super Fund Member No.
Emergency Contact	D.O.B

INDUCTION			
	Employment Agreement		TFN Declaration
	Driving License Front & Back		WHS White Card Front & Back
	Passport Photo (white background)		USI Number
	Contact List Supplied		Openshore Induction Completed
	Keys for Yard Issued		Fleetmatics Dongle Issued
	Uniform & PPE Issued		Emergency Procedures

TRAINING			
	First Aid		CPR
	Criminal History Check		Asbestos Awareness
	Telstra Network Site Induction		Asbestos Removal / Supervise
	NBN Safety & Awareness		NBN Enable
	Locate Underground Assets		VOC Excavator / Drill Rig
	Rail Industry Worker		Optus WHS Induction
	Low Voltage RR		Endeavour Safety Rules

CLIENT ON-BOARDING			
	Visionstream		Downer
	QC Communications		Datateks
	Mirait		Service Stream
	ISGM		