



INDUCTION AND TRAINING PRESENTATION  
MAINTENANCE CLEANING OPERATORS

# WELCOME TO DRAGLINE CLEANING SERVICES PTY LTD

- CONGRATULATIONS ON BEING A SUCCESSFUL APPLICANT WE ARE EXCITED TO HAVE YOU BECOME A PART OF OUR DRAGLINE CLEANING SERVICES PTY LTD FAMILY.
- THE PRESENTATION WILL TAKE YOU THROUGH OUR INDUCTION AND TRAINING REQUIREMENTS, TO GET YOU STARTED.
- YOU WILL BE PROVIDED WITH THE FOLLOWING DOCUMENTATION AS PART OF YOUR ENGAGEMENT.
  - NEW EMPLOYEE FORM
  - TFN DECLARATION FORM
  - EMPLOYMENT CONTRACT
  - POSITION DESCRIPTION
  - SCHEDULE OF SITE INDUCTIONS
  - DCS SAFETY POLICIES AND PROCEDURES AND ACKNOWLEDGEMENT FORM
  - JOB REQUIREMENTS CHECKLIST
  - SCHEDULE EXAMPLE
  - CREW CONTACTS LIST
  - WORKSHOP / FLEET INDUCTION





# ABOUT US

- DRAGLINE CLEANING SERVICES PTY LTD IS A FAMILY OWNED AND OPERATED BUSINESS, ESTABLISHED FROM BOWEN BASIN INDUSTRIAL SERVICES (BBIS) IN 2015. STARTING AS A SMALL BUSINESS OF 5, DCS QUICKLY EXPANDED TO 40+ EMPLOYEES.
- DCS TAKES PRIDE IN LEADING THE WAY IN INDUSTRIAL CLEANING IN THE BOWEN BASIN. WE SPECIALIZE IN MAINTAINING AND SERVICING INDUSTRIAL EQUIPMENT SUCH AS DRAGLINES, DIGGERS, SHOVELS, EXCAVATORS, AND MORE ON 13+ MINE SITES WE CURRENTLY SERVICE.
- SITE LOCATIONS INCLUDE:

## BMA MINE

PDM – PEAK DOWNS MINE  
SRM – SARAJI MINE  
GRM – GOONYELLA MINE  
BWM – BLACKWATER MINE  
CVM – CAVAL RIDGE MINE

## Glencore

HCM – Hail Creek Open Cut  
CSM – Collinsville Mine  
NLM – Newlands Mine  
RSM – Rolleston Mine  
CMT – Clermont Mine

## ANGLO AMERICAN MINE

LLM – LAKE LINDSAY MINE  
GCM – GERMAN CREEK MINE

## Other

CRM – Curragh Mine  
YBM – Yarrabee Mine  
BAM – Blair Athol Mine  
FLM – Foxleigh Mine

- DRAGLINE CLEANING SERVICES PTY LTD IS PROUD TO WORK ALONGSIDE THE LEADERS IN THE MINING INDUSTRY AND OUR EXCEPTIONAL WORK IS REFLECTED BY OUR MANY SATISFIED CUSTOMERS. WE ARE CONSTANTLY SEARCHING FOR NEW METHODS WITH CUSTOMISED SOLUTIONS TO MAKE THE JOB AS SAFE AND EFFICIENT AS POSSIBLE.
- WE HAVE THE HIGHEST EXPECTATION FROM OUR STAFF, AND WE ARE CONSTANTLY MAINTAINING A POSITIVE RELATIONSHIP. WE CONTINUE TO ENSURE EACH EMPLOYEE FEELS IMPORTANT, APPRECIATED, AND VALUED WITHIN THE COMPANY.
- OUR EXPANDING TEAM PRIDE THEMSELVES ON UNDERSTANDING AND EDUCATING THE IMPORTANCE OF HEALTH & SAFETY WITHIN THE WORKPLACE. WE ARE CONSTANTLY REVIEWING DOCUMENTATION TO ENSURE STAFF HAVE THE MOST UP TO DATE KNOWLEDGE.
- WE HAVE A HIGH CALIBER FLEET OF VARIOUS VEHICLES, RANGING FROM VACUUM TRUCKS, HIGH PRESSURE WATERBLAST TRUCKS, EWP TRUCKS, AND TRAILERS, TO SUIT ALL NEEDS FROM THE MINE SITES. DCS HAS A STRONG SAFETY FOCUS AND ARE PASSIONATE ABOUT QUALITY SERVICE, WITH OUR MAIN ASSET BEING OUR DCS EMPLOYEES.
- DCS IS REVIEWING OPPORTUNITIES TO EXPAND OUR SERVICES TO LOCALLY WITHIN THE INDUSTRIAL SECTOR



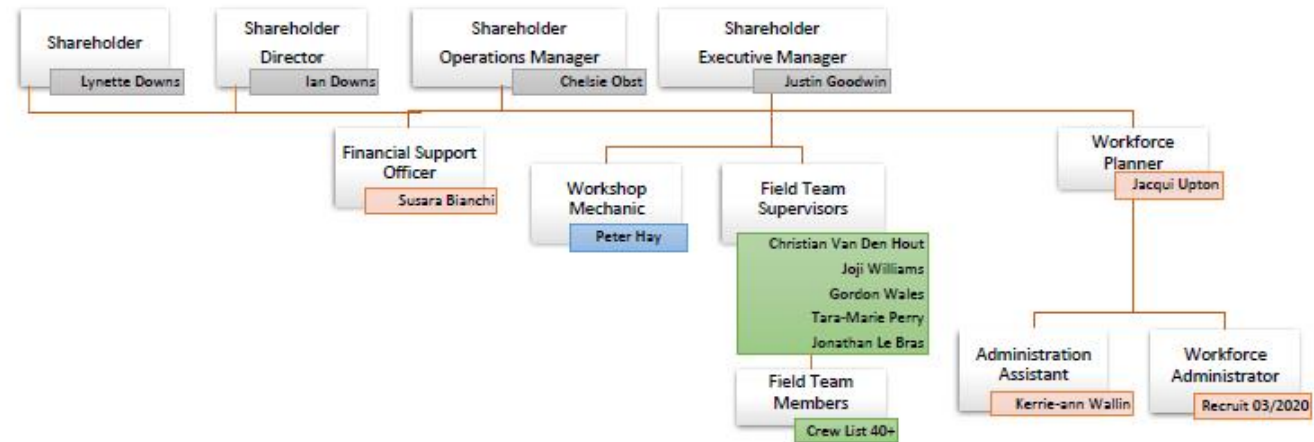
# ORGANISATIONAL STRUCTURE

- YOUR POSITION AND REPORTING LINE WILL BE MARKED AND DISCUSSED AS PER YOUR EMPLOYMENT CONTRACT
- AND PROVIDED POSITION DESCRIPTION. WE ARE EXCITED TO HAVE YOU AS APART OF OUR GROWING TEAM.



## Organisational Structure

### Dragline Cleaning Services Pty Ltd





# KEY PERFORMANCE INDICATORS

DRAGLINE CLEANING SERVICES ORGANISATIONAL / MANAGEMENT AND ADMINISTRATIVE KEY PERFORMANCE INDICATORS ARE:

- EMPLOYEE RETENTION
- AVERAGE DAILY ATTENDANCE
- SITE COMPLIANCE SCORE
- CLIENT RETENTION RATE
- SITE ENGAGEMENT GROWTH

DRAGLINE CLEANING SERVICES CREW KEY PERFORMANCE INDICATORS ARE:

- AVERAGE DAILY ATTENDANCE
- MEETING / TRAINING ATTENDANCE
- CERTIFICATION / TRAINING / LICENCES UPHELD PRIOR TO EXPIRATION
- SLAM COMPLETION PER JOB
- JMP SIGNOFF COMPLETION AND RETURN
- VEHICLE PRE-START COMPLETION



# Our Values



# D

**D is for Dedication – to our work and Performance.**

It is our mission to show our Dedication through our pride in performance and our contribution to our team and our Service Providers.

**C is for Compassion – for our team.**

# C

DCS prides itself on being a family owned and operated business, we endeavour to treat all employees of our team as a part of our extended family and encourage our Team to look out for each other, to take the extra step to ensure the wellbeing of our DCS Family.

**S is for Safety – Focus and Mindset.**

# S

Safety is of the highest priority in all we do. It is not only in the actions of following procedure and protocol but in the attitudes and everyday actions that we have the safety of ourselves and others as embed values.

# CONTRACT



Please ensure you read through your contract details thoroughly, It provides details of your obligation to health and wellbeing, safety, Fitness for Work, work obligations and employee provision. Please don't hesitate to ask any questions or raise any concerns, we are here to help!



Please note Dragline Cleaning Services Pty Ltd Provides Accommodation and Meals before and after all shifts to ensure your fatigue management. If any additional requirements are needed to ensure your Fatigue management during travel and between shifts, please contact us immediately and we will make arrangements. Your ability to get to and from work safely is of the utmost priority.



As apart of your Dragline Cleaning Services Contract, you will be provided with a list of Allowances for travel.



# ENGAGEMENT PROBATION AND PERFORMANCE

As part of your engagement with Dragline Cleaning Services Pty Ltd, a probationary period of 12 weeks (with a minimum of 24 shifts), evaluated against experience and performance will be set and reviewed in conjunction with Management and, Supervisors and Peers and the Probation Period Checklist. The following is the list of performance assessment guidelines:

- ACCURACY IS THE CORRECTNESS OF WORK DUTIES PERFORMED
- ALERTNESS IS THE ABILITY TO GRASP INSTRUCTIONS, TO MEET CHALLENGING CONDITIONS AND TO SOLVE NOVEL OR PROBLEM SITUATIONS.
- CREATIVITY IS TALENT FOR HAVING NEW IDEAS, FOR FINDING NEW AND BETTER WAYS OF DOING THINGS AND FOR BEING IMAGINATIVE.
- FRIENDLINESS IS THE SOCIABILITY AND WARMTH WHICH AN INDIVIDUAL IMPARTS IN HIS ATTITUDE TOWARD CUSTOMERS, OTHER EMPLOYEES, HIS SUPERVISOR AND THE PERSONS HE MAY
- PERSONALITY IS AN INDIVIDUAL'S BEHAVIOUR CHARACTERISTICS OR HIS PERSONAL SUITABILITY FOR THE JOB.
- PERSONAL APPEARANCE IS THE PERSONAL IMPRESSION AN INDIVIDUAL MAKES ON OTHERS. (CONSIDER CLEANLINESS, GROOMING, NEATNESS AND APPROPRIATENESS OF DRESS ON THE JOB.)
- PHYSICAL FITNESS IS THE ABILITY TO WORK CONSISTENTLY AND WITH ONLY MODERATE FATIGUE. (CONSIDER PHYSICAL ALERTNESS AND ENERGY.)
- ATTENDANCE IS FAITHFULNESS IN COMING TO WORK DAILY AND CONFORMING TO WORK HOURS.
- HOUSEKEEPING IS THE ORDERLINESS AND CLEANLINESS IN WHICH AN INDIVIDUAL KEEPS HIS WORK AREA.
- DEPENDABILITY IS THE ABILITY TO DO REQUIRED JOBS WELL WITH A MINIMUM OF SUPERVISION.
- JOB KNOWLEDGE IS THE INFORMATION CONCERNING WORK DUTIES WHICH AN INDIVIDUAL SHOULD KNOW FOR A SATISFACTORY JOB PERFORMANCE.

- QUALITY OF WORK IS THE AMOUNT OF WORK AN INDIVIDUAL DOES IN A WORKDAY.
- STABILITY IS THE ABILITY TO WITHSTAND PRESSURE AND TO REMAIN CALM IN CRISIS SITUATIONS.
- COURTESY IS THE POLITE ATTENTION AN INDIVIDUAL GIVES OTHER PEOPLE.
- LISTENING TO DIRECTION FROM MANAGEMENT.
- OVERALL EVALUATION IN COMPARISON WITH OTHER EMPLOYEES WITH THE SAME LENGTH OF SERVICE ON THIS JOB.
- COMMUNICATION SKILLS WITH CO-WORKERS, SUPERVISORS, CUSTOMERS, ETC...
- ABILITY TO WORK AS A MEMBER OF A TEAM
- ABILITY TO WORK INDEPENDENTLY
- OPEN AND WILLING TO LISTEN TO RECONSTRUCTIVE FEEDBACK
- WILLINGNESS TO TAKE ON ADDITIONAL RESPONSIBILITIES
- COMPLIES WITH ALL COMPANY AND SITE POLICIES AND PROCEDURES
- EXHIBITS EFFECTIVE PROBLEM-SOLVING SKILLS
- ASKS QUESTIONS AND SEEKS GUIDANCE AS NEEDED
- MAKES PROGRESS TOWARDS PROFESSIONAL DEVELOPMENT GOALS.







## POSITION DESCRIPTION

TO UNDERTAKE INDUSTRIAL CLEANING DUTIES AND OPERATION OF EQUIPMENT IN ACCORDANCE WITH THE PRESCRIBED MANUALS OF OPERATION, SAFETY PROTOCOLS AND SITE REQUIREMENTS. THIS IS INCLUSIVE OF BUT NOT LIMITED TO THE FOLLOWING GENERAL FUNCTIONS DIRECTED BY DCS PTY LTD MANAGEMENT TEAM

### CLEANING AND MAINTAINING DRAGLINES, EXCAVATOR AND SHOVELS REQUIREMENTS:

- REMOVE OILS, GREASE AND DIRT.
- OPERATE VACUUM HOSES AND HIGH-PRESSURE WATER BLAST GURNEYS.
- CLEANING OF DYNAVANE FILTERS.
- CLEANING OF GREASE TUBS, REVOLVING FRAME, TUB CHAMBERS, DIGGERS, DRILLS ETC.
- DETAIL INSIDE OF CABS
- WATER BLAST AND VACUUM ROOF
- CLEAN THE BLEED DUCT TRACKS AND TUBES.
- CLEAN IN THE FAN HOUSE (SCRAPING THE GREASE AND DIRT FROM THE FAN BLADES AND WALLS) A TARP IS PLACED ON THE TOP OF THE VANES TO PREVENT FALLOUT.
- THERE WILL BE WATER DRAIN FROM THE ROOF WHICH WE CHANNEL TO ONE AREA WHICH IS USUALLY WHERE OUR TRUCKS ARE PARKED TO AVOID OTHER MAINTENANCE PERSONNEL.
- REQUIRES A SPOTTER UNDERNEATH EACH UNIT AND THE AREA IS TAPED OFF, WE WORK AROUND OTHER CONTRACTORS AND ELECTRICIANS.
- WE PLACE POLY TARPS OVER THE GEN SETS TO PROTECT THEM FROM FALLOUT.
- OUR VACUUM SERVICE ENTAILS CLEANING AROUND AND UNDERNEATH THE GEN SETS, AS WELL AS THROUGHOUT THE HOUSE OF DRAGLINE, EXCAVATORS AND SHOVELS.
- YOU WOULD BE REQUIRED TO PERFORM WORK IN CONFINED SPACES, WORK AT HEIGHTS AND OPERATE AN ELEVATING WORK PLATFORM.
- HEAVY/MEDIUM VEHICLE TRUCK DRIVERS TO OPERATE AND MAINTAIN EQUIPMENT
- LIGHT VEHICLE DRIVERS TO OPERATE AND MAINTAIN EQUIPMENT
- WEED & SEED'S ON MACHINES BEFORE TRANSPORTATION ACROSS BORDERS
- PACKING THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE TASK





# REQUIRED CERTIFICATES AND TRAINING

- BEFORE COMMENCING INDUCTIONS, THE FOLLOWING CERTIFICATES AND TRAINING NEED TO BE COMPLETED. PLEASE ENSURE COPIES HAVE BEEN PROVIDED TO THE ADMINISTRATIVE TEAM.
  - CURRENT COAL BOARD MEDICAL
  - CURRENT STANDARD 11 STATEMENT OF ATTAINMENT
  - CURRENT DRIVERS LICENCE
- HIGH RISK WORK CERTIFICATES
  - RIIWHS202D – ENTER AND WORK IN CONFINED SPACES
  - MSMWHS217 - GAS TEST ATMOSPHERES
  - RIIWHS204D – WORKING SAFELY AT HEIGHTS
  - RIIHAN301E / RIIHAN301D - OPERATE ELEVATING WORK PLATFORM
  - MSMWJ301 - OPERATE A HIGH-PRESSURE WATER JETTING SYSTEM





## SAFETY PROTOCOL

- SAFETY IS OUR NUMBER ONE PRIORITY. WE ARE UNCOMPROMISING IN OUR COMMITMENT TO THE HEALTH, WELLBEING AND SAFETY OF OUR EMPLOYEES, CLIENTS, AND COMMUNITY. WE PROMOTE A CONTINUOUS IMPROVEMENT CULTURE TO ENSURE UP TO DATE PROCESSES, DEMONSTRATE LEADERSHIP, AND PROMOTE COMPREHENSIVE SAFE PRACTICES IN THE INDUSTRIAL CLEANING SECTOR.
- BEING A PART OF OUR TEAM, IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARE ADHERING TO OUR SAFETY STANDARDS, AND ACTIVELY PARTICIPATE IN AND SUPPORT THE ADVANCEMENT OF OUR HEALTH, WELLBEING AND SAFETY PRACTICES.
- SAFETY IS THE PRIORITY OF ALL EMPLOYEES AND OF THOSE WE WORK WITH, INCLUDING BOTH TOP MANAGEMENT AND THE INDIVIDUAL. EVERYONE IS RESPONSIBLE FOR ACHIEVING ZERO INCIDENT TARGET AND PROMOTING OF ENVIRONMENTALLY FRIENDLY PRACTISE.
- DRAGLINE CLEANING SERVICES PTY LTD IS COMMITTED TO KEEPING YOU INFORMED WITH UP TO DATE SAFETY PRACTICES IN THE MINING AND INDUSTRIAL INDUSTRY AS WELL AS CURRENT SAFETY ISSUES, OBLIGATIONS, AND REGULATIONS.





# SAFETY PROTOCOL CONTINUED #1

- IT IS THE POLICY OF DRAGLINE CLEANING SERVICES PTY LTD TO:
  - MAINTAIN A SAFE AND HEALTHY WORKPLACE FOR ALL EMPLOYEES IN COMPLIANCE WITH ALL APPLICABLE LAWS, REGULATIONS AND SERVICED SITE PRACTICES
  - PROMOTE A POSITIVE ATTITUDE TOWARDS SAFETY, HEALTH, WELLBEING AND ENVIRONMENTAL PRACTICES.
  - COMMIT APPROPRIATE AND SUFFICIENT RESOURCES TO PROTECT AND SUPPORT COMPANY SAFETY EFFORTS INCLUDING PROVIDING TECHNICAL SUPPORT FOR OUR FIELD CREWS.
  - PROVIDE MANAGEMENT LEADERSHIP AND REQUIRE ALL EMPLOYEES TO TAKE RESPONSIBILITY AND OWNERSHIP FOR SAFETY.
  - ENSURE THAT EACH EMPLOYEE UNDERSTANDS THAT THEY HAVE THE OBLIGATION TO STOP, CHECK, ASSESS AND QUESTIONS TO ENSURE THE WELLBEING OF THEIR TEAM MATES, BEING PROACTIVE IN PREVENTING AN UNSAFE INCIDENT FROM OCCURRING.
  - TO PROVIDE INDUSTRY LEADING TRAINING TO OUR EMPLOYEES ENSURE THEY ARE EQUIPPED FOR THE JOB.
  - REGULARLY REVIEW AND EVALUATE SAFETY, HEALTH, PROCEDURES, AND PRACTICES TO ASSURE THAT THEY ARE EFFECTIVE AND UP TO DATE.
  - ASSURE TIMELY AND THOROUGH REPORTING AND INVESTIGATION OF ALL INCIDENTS INCLUDING THE IDENTIFICATION OF CAUSAL FACTORS AND THE ESTABLISHMENT OF EFFECTIVE CORRECTIVE ACTIONS.
  - PROMOTE TEAM INVOLVEMENT AND PROVIDE SUPPORT, TRAINING AND INFORMATION IN SAFETY IMPROVEMENT DISCUSSIONS, MEETINGS AND ESTABLISHING CHANGES.
  - DRAGLINE CLEANING SERVICES PTY LTD TAKES PRIDE IN IT'S RELATIONSHIPS WITH EMPLOYEES, CLIENTS AND COMMUNITY AND IS COMMITTED TO BEING A LEADING INDUSTRIAL CLEANING SERVICE PROVIDER AND EMPLOYER OF CHOICE.





# Dragline Cleaning Services Pty Ltd Safety Procedures

Please ensure you have read and understood the following documentation provided to you today in hardcopy and provided for reference electronically via email and employee portal.

An Acknowledgement and Understanding form will be provided at the end of today for signing

Please note the following Dragline Cleaning Services Pty Ltd Policies and Procedures are in conjunction with not limited to the required site Policies and Procedures in which you will be provided a list of assigned sites you are obligated to complete the site specific training.

HSE Value Statement

Safety Management Plan

Incident Reporting Procedure

Induction and Training Procedure

Environmental Management Plan

Quality Policy

Quality Management Plan

Equity, Diversity and Inclusion Policy

Fitness for Work Booklet

Fatigue Management Standard

Health and Wellbeing Policy

Health and Wellbeing Plan

Rehabilitation Policy and Procedure

Dispute Resolution Procedure

Drug and Alcohol Testing Procedure





# DCS

## Communications

- DCS provides several avenues of communication to ensure you are kept up to date with scheduling, safety and crew notifications.
  - **Email** – All Communications group and personal for training, scheduling, general notifications, Safety , Health and Wellbeing Notices, Newsletters and updates.
  - **Phone** – Calls and Texts (including our group text messaging services), this can include urgent and important notification requirement we ask that you maintain regular access to your device outside of site to ensure you are kept up to date.
  - **Website** - Employee Portal – You will be provided with log in details to our employee portal where you can access our current Schedule, Safety Messages and links to our Policies, Procedures, Reporting Forms and much more.
- DCS has guidelines on the confidentiality and intellectual property of Dragline Cleaning Services Pty Ltd documentation and processes please refer to your contract for obligation understanding, further clarification will be provided by the Workforce Planner.
- DCS also has strict media use protocols as per your contract obligations.

[http://dcsqld.com/protected-content/?redirect\\_to=http%3A%2F%2Fdcsqld.com%2Femployee-portal%2F](http://dcsqld.com/protected-content/?redirect_to=http%3A%2F%2Fdcsqld.com%2Femployee-portal%2F)





# Office and Workshop

- Our Office is located on the corner of Presto Avenue and Satellite Crescent in the Mackay Harbour Industrial precinct.  
Address: 1 Satellite Crescent, Mackay Harbour QLD 4740
- Today you will be taken on a tour of our Office and Workshop and be provided with the following Area Inductions and Security Protocols and access codes.
- Please note these access codes are strictly confidential to ensure the security of our office and plant and equipment.
- They are provided as a unique key to yourself. If you need assistance after hours, due to access, please contact our Workforce Manager, Jacqui Upton on 0408 523 843.
  - Office Induction
  - Workshop Induction
  - Vehicle Familiarisation
  - DCS Emergency Management Procedure
  - Evacuation Points



# DCS Fleet

## DCS has a vast range of Fleet and Equipment

- **Water Blast/Vacuum truck Combination - DCS01, DCS03, DCS12 & DCS13**

- Our Water Blast and Vacuum Truck (4000Lts) is fitted with 60mts of hose with high volume and high-pressure hot water with capabilities of 150 degrees, with pressure washing and cleaning at 4000PSI. The vacuum loading has a high CFM Vacuum with a 4000Lts slurry tank, this is fitted with 2 vacuum hoses – 25mts @ 3inch and 30mts @ 2inch, these are high abrasive hoses, they are capable of drawing both dry and wet materials.

- **Filter truck - DCS02**

- Our custom built Dynavane Filter Truck is specifically designed to complete the non-removable tray filters. This truck supplies high volume and high-pressure hot water with capabilities of 155 degrees, with pressure washing and cleaning at 3800PSI.

- **Light Vehicles - DCS04/DCS05/DCS08/DCS10**

- 5 Star ANCAP Dual Cab Mitsubishi Triton & Toyota Hilux Utility Vehicles

- **Consumables + PPE trailer - DCS04T**

- Our custom-built heavy-duty trailer is stocked with all the consumables and PPE required for down days or shutdowns.





# DCS Fleet continued #1

## DCS has a vast range of Fleet and Equipment

- **Twin Water Blast Trucks- DCS06**

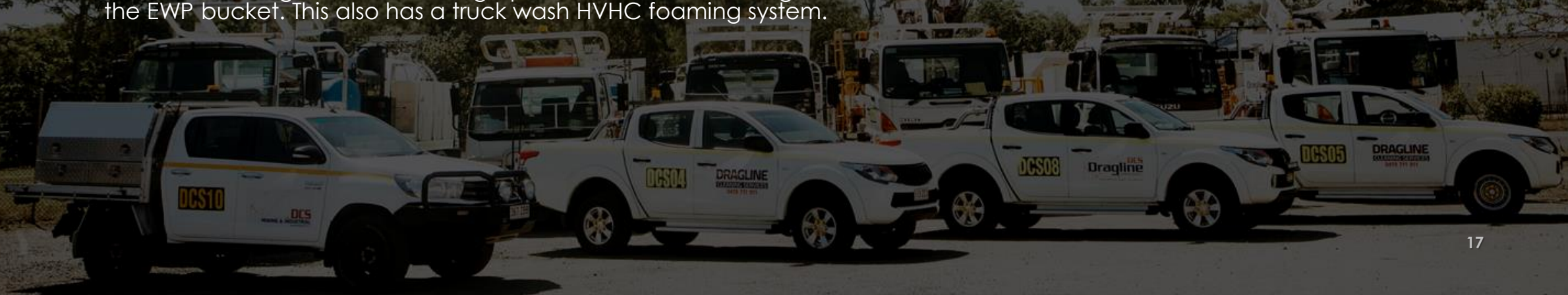
- Our brand-new state of the art - Hot Water Blast Truck is fitted with high volume water pump with DCS06 containing 2 pressure washer units and which hold 8000L of water, Each unit supplies 15Lts per minute of water at 3800PSI. This truck is ideal for excavators, drills and shovels. It can also complete a spotless clean prior to travel in Australia or overseas.

- **Quad Water Blast Truck – DCS11**

- Foaming system, 3800PSI, 17Lts per minute of water and DCS11 containing 2 pressure washer units, 4 gurneys and a 13,000L water tank. DCS11 also includes a high-volume fire pump which can be adjusted to low volume for more fragile areas of machinery.

- **EWP Trucks + Hot Water Blast Trailer - DCS07/DCS09, DCS08T**

- Our Terex High Ranger LT38P and hot water blast truck – Elevated Work Platform (EWP) is mounted maximum working height of 13mts on a Hino 4WD with water trailer, this trailer holds 3000Lt water tank which has an attached 200Lt Degreaser and 200Lt Truck wash. It has a high volume and high-pressure hot water blast gun at 3500 PSI on the EWP, which is mounted and controlled with in the EWP bucket. This also has a truck wash HVHC foaming system.





# DCS Fleet continued #2

## Fleet Protocols

All DCS Fleet contains GPS tracking devices. Please refer to the DCS Vehicle and Plant Tracking Policy provided to you today for further details.

DCS vehicles are provided for **work purposes only** and are to be operated as per the Queensland Transport Road Rules, your licenced authorisation and Mine Specific Authorisation, Policies and Procedures.

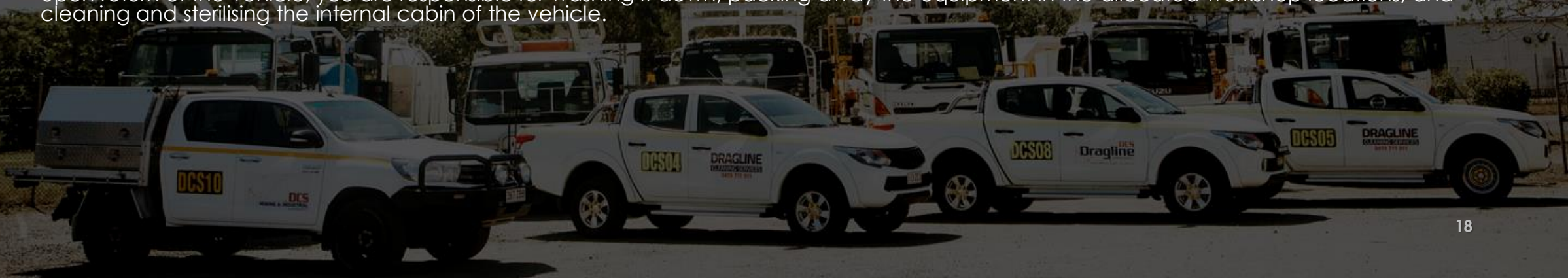
DCS vehicles are to be stored in the fenced lay down area of the workshop, and be kept in a clean and tidy manner at all times.

You are to ensure all required PPE, Vehicle Checklists, Vehicle Inspection Certificates, Vehicle Safety Equipment, Vehicle Equipment Operation manuals are in the vehicle before operations.

A Vehicle Inspection is to be conducted before and after all travel and provided to the Workshop Mechanic for review for rectification issues and record keeping. If there are any urgent Vehicle issues whilst in transit or on-site please contact Peter on 0447 936 366 / Justin 0409 183967. For non-urgent requirements, vehicle updates can be provided via [workshop@dcsqld.com](mailto:workshop@dcsqld.com).

You are to stock PPE for the required shifts in the vehicle prior to heading out to site. Please refer to Vehicle PPE checklist located in the vehicle.

Upon return of the vehicle, you are responsible for washing it down, packing away the equipment in the allocated workshop locations, and cleaning and sterilising the internal cabin of the vehicle.





# Thank you for Completing your Dragline Cleaning Services Pty Ltd Induction

Please print this page as evidence of completion .

By signing you acknowledge you have read and understood the Induction Training Presentation:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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Office Use Only:

DCS Administrative Witness: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_





# Induction Training Day Check list

admin use only  
PRINT

- Arrive Friday @10am
- Complete New Employee Form – Submit to workforce planner to prepare Site induction List.
- Issue Contract and run through employment obligations and contract details.
- 10.30am Training Room - complete Induction Presentation.
- Run through Site Policies and Procedures and complete Acknowledgement and Understanding Form.
- Complete Remaining Employment Pack Documentation.
- Workforce Planner to Provide Site Induction Checklist and Probation Perdion Checklist.
- Payroll to check TFN Form / Superannuation Details and run through Payroll Protocol and Timesheet Requirements
- General Manager to complete Vehicle Familiarisation and Workshop Induction
- Administration to complete Office Induction and provide Security Codes and Portal Log in.

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Workforce Planner Signature \_\_\_\_\_ Date: \_\_\_\_\_

NEW EMPLOYEE Signature \_\_\_\_\_ Date: \_\_\_\_\_

