



Matamata Veterinary Services

26 Tainui Street, Matamata
Phone 07 888 8197, Fax 07 888 6008

Whilst you are here at MVS Equine Hospital as an employee , student or visitor , it is our responsibility to provide you with the safest working environment and plant possible .

The Health and Safety in Employment Act 2003 imposes a LEGAL obligation on the EMPLOYER and on YOU as an employee / student .

The aim of this policy is to promote excellence in all areas of risk and prevent injuries and illnesses arising from work activities.

It is a LEGAL requirement that anyone spending time here at MVS Equine for REWARD OR GAIN must receive an OSH induction and complete the new Employee/ Student Health and Safety Induction sheet BEFORE commencing their time with us.

Each of the check list points MUST be worked through , explained and ticked off and the sheet to be signed by both parties .



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NEW EMPLOYEE / STUDENT HEALTH AND SAFETY INDUCTION

Employee/Student Name: _____

Primary Area of Employment: _____

Checklist		√
MVS OSH Policy	Provided	
Smoke-free Policy	Provided	
Emergency Procedures	Provided	
Accidents and Illnesses Policy	Provided	
Location of Emergency Exits and Amenities	Provided	
Location of Material Safety Data Sheets	Provided	
Location of Standard Operating Procedures Manual	Provided	
Location of Hazard Register	Provided	
Incident Reporting Requirements	Provided	
Radiography Protocols and Safety (Advise must be trained)	Provided	

I confirm that the above information has been clearly received and understood.

Signed by Employee/Student: _____ Date: / /

Signed by OSH Co-Ordinator: _____ Date: / /