

Outdoor Recreation Department
**Induction Checklist for
 Casual Instructors**



Staff Member's Name:

**Activities being
 undertaken:**

Contact information:

Address:	Phone:	Email:

	Expiry date (if applicable)	Sighted by* [please print name]	Signature	Date
CV on file				
Current First Aid Certificate				
Raft Guide Card				
Current Driver's Licence / Declaration completed				

Familiar with TPP Instructor's Handbook	Yes		No			
I have read and understand the TPP Outdoor Education Safety Manual	Yes		No			
While working for TPP I agree to adhere to the TPP Outdoor Education Safety Manual.	Yes		No			
Completed a TPP staff medical information form	Yes		No			
I am physically and medically fit to undertake the activity(s) I will be undertaking for the TPP Outdoor Recreation Department.	Yes		No			

Extra information to give instructors:		
Student register		
Students' medical information		
Intentions, Weekly Report/Register, Accident/Hazard Report Systems, NID		
Emergency communications/safety gear/first aid and epi-pens		
Access and parking issues, keys, alarms		

Please bring this form with you on your first day of employment.

*** A full-time Outdoor Education Department staff member only can verify these documents.**

Tai Poutini Polytechnic

**Outdoor Recreation Department
Induction Checklist for Companies Contracting
to Tai Poutini Polytechnic**

Company Name:

--

Company Representative:

--

Company Address:

--

Company Telephone Number:

--

Contact Email Address:

--

	Expiry date (if applicable)	Sighted by* <small>[please print name]</small>	Signature	Date
Company Safety Operations Plan provided to TPP (including hazard ID process)				
Company SOP has been audited?				
By whom?				
SOP approved by full-time outdoor recreation staff member				

Extra information to give contractors:		
Student register		
Students' medical information		
Intentions, Weekly Report/Register, Accident/Hazard Report Systems, NID		
Emergency communications/safety gear/first aid and epi-pens		
Access and parking issues, keys, alarms		

*** A full-time Outdoor Education Department staff member only can verify these documents.**