

<b>Title:</b>	<b>4.45 Employee Induction</b>
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### **Objective**

The objective of this procedure is to ensure:

- (a) All new employees receive a thorough introduction to the operation and direction of the Shire to assist them to adjust to their new responsibilities and work environment, and integrate them into the Shire's value, culture and benefits;
- (b) That all employees are provided with information regarding policies and procedures, compliance issues and legislation associated with their employment; and
- (c) That information and training provided in the inductions and refresher sessions are delivered in a manner or format suitable to an employee with additional needs including the employee's additional supports (e.g. Auslan interpreter).

### **Policy**

All new employees (including contractors and volunteers) will be required to participate in an Induction program which will include onsite occupational safety and health and any specific training for their job before commencing work.

### **Procedure**

- (1) A record will be maintained by the Human Resources of all induction training, including on line training and stored in the employee's training records.
- (2) Human Resources (in liaison with the Manager/Supervisor) shall consult with the new employee prior to their commencement, to ascertain any additional needs or supports to assist in the induction program and ongoing employment.
- (3) A person who is employed in a managerial or supervisory role where they have people with additional needs reporting to them may be provided with additional training during their induction, such as disability awareness, to assist them to understand those needs.

- (4) Human Resources will ensure that all new employees are systematically introduced to their jobs, co-workers, and the organisation and provided with the information required to succeed and develop in their new role.
- (5) The Manager/Supervisor will ensure that this is achieved by welcoming new employees and familiarising them with the Shire's Mission, Goals, strategic direction, significant policies and procedures, relevant staff and the employees new work location.
- (6) The Induction Process comprises of two stages - Corporate Induction and Job specific Induction
- (7) All new employees will participate in both stages.
- (8) Refreshment of mandatory compliance training may be required annually or as a result of a change in their employment position or circumstances.

### ***Corporate Induction***

- (1) Human Resources is responsible for conducting the Corporate Induction and will complete all required documentation in conjunction with the employee.
- (2) The Corporate Induction will include the following areas:
  - (a) The contents of the Induction Package;
  - (b) Inform new employees of their responsibility to have read the contents of the package;
  - (c) Ensure that all forms are returned including Employment Contract, Bank details, TFN declaration, LGSP Application, LGSP nomination of beneficiaries, Staff Profile, Agreement of Confidentiality;
  - (d) Provide information about Stage 2 of the Induction Process.
  - (e) Terms and conditions - employees will be advised of their terms of employment. Hours of work, leave entitlements, travel arrangements, etc.
  - (f) Travel and Accommodation details - employees required to travel during their employment with the will be advised of the process and accommodation requirements. Costs incurred for accommodation charges, meal costs and other 'reasonable' expenses, once approved, will be refunded on completion of the 'Expense Reimbursement Form.
- (3) The new employee will have the opportunity to:
  - (a) Ask any questions about the terms and conditions of their employment;
  - (b) Finalise employment related matters such as completion of relevant Payroll forms;
  - (c) Familiarise themselves with the Shire's services, policies and procedures and activities; and
  - (d) Discuss any additional needs and supports they may require in the workplace in order to perform their duties. Undertake consultation prior to

commencement of the induction process with the new employee to ascertain any extra induction needs.

### ***Job Specific Induction – Responsibility of Manager/Supervisor***

- (1) The Manager/Supervisor is responsible for conducting the job specific induction and will ensure that the employee, new or transferred, will be given a tour of the work location and instructed on specific policies and procedures on commencement of work, that will include:
  - (a) Nominate a mentor/buddy to work closely with the new employee for the first two weeks;
  - (b) Introduce the employee to their workstation and setup their computer and network user account where applicable;
  - (c) Explain the emergency evacuation procedure including marshal and muster points, telephone numbers and how to acquire assistance;
  - (d) Explain the building layout and location of facilities;
  - (e) Introduce the new employee to staff members;
  - (f) Explain the relevant departmental policies and procedures;
  - (g) Where applicable, provide an employee with a tour of the Shire;
  - (h) Explain the responsibilities of both the employee and Manager/Supervisor in accordance with legislative requirements and procedures;
  - (i) Provision, location and use of personal protective equipment;
  - (j) Use of vehicles and equipment; and
  - (k) Attendance at safety meetings, or other forms of training and instruction as required and directed.
- (2) Ensuring employees are aware of and maintain an acceptable level of personal hygiene whilst at work through the wearing of appropriate attire, neat and tidy appearance and correct use of workplace facilities.
- (3) Where applicable, specific items not already covered in the induction will be addressed to assist the Manager/Supervisor in establishing the employee's capabilities, under the "duty of care" requirements, to do the work for which they are employed. This may include ensuring the employee is experienced in safely operating plant/equipment, inspecting plant/equipment before use, etc.

### **Development Plans**

- (1) When the end of employees' probationary period their Manager/Supervisor will conduct the final Progress Review. An important part of the Progress Review is the "Employee Development Plan".
- (2) The purpose of this is to identify areas of training, either to build on the employee's strengths or to cover those elements of the job in which the employee may have limited experience.
- (3) The training needs will be put in writing and will form the basis of their individual training plan for the period until your next review.

- (4) The next review will be the annual Performance Appraisal and it will also contain an “Employee Development Plan” for the next 12 months.

### ***Contractor and Volunteers Induction***

#### **Contractors**

The relationship with a contractor may be close and similar to an employee/employer relationship. The need for control in managing the contract process and the manner in which the work is performed is necessary to avoid work practices which are unsafe and/or contrary to policy, plans and procedures.

The organisation should always consider the safety, environmental and occupational health standards of a contractor and determine whether these standards are in line with those that the organisation observes. This will ensure that the organisation’s employees, as well as contractors, are provided with a safe workplace.

All contractors coming onsite must attend a safety induction specific to the site (see below).

#### **Volunteers**

For the purpose of this procedure, volunteers assisting will be required to undergo the induction requirements. It is essential that Manager/Supervisor ensures that volunteers are closely supervised and mentored in the initial stages of their work and that they are provided with additional supports as required.

Other competency checks will be performed depending on the task requirements of particular voluntary activity.

### ***Safety Induction***

All employees (and volunteers and contractors where applicable) shall be given a Safety Induction on completion of the Corporate and Job Specific Inductions.

The following matters should be included in the induction:

- (a) OSH Policy - covers the role of both management and employees with regard to safety and health matters within the workplace;
- (b) Employee Responsibility - ensuring employees are aware of their responsibilities in all matters pertaining to safety and health;
- (c) Acts and Regulations - outline the pertinent regulations applicable under the Occupational Safety and Health (WA) Act and Regulations;
- (d) Emergency Procedures - details of reporting and action to take in the case of an emergency;
- (e) Accident Reporting - internal procedure for reporting any personal injuries, property damage accidents and near-miss incidents;
- (f) Discipline - the role of individuals at work and unacceptable behaviour, i.e. fighting, breaches of procedures/policies, use of alcohol and/or drugs, etc.;
- (g) General Safety - covering housekeeping, smoking, hazardous substances,

personal protective equipment, manual handling, ladders, compressed air, tools, plant & equipment, confined spaces, excavations, fire prevention, isolating procedures etc. A copy of the Occupational Safety and Health Manual should be available for employees;

- (h) Operation - including general conditions, speed limits, road signs, parking etc.
- (i) Drug and Alcohol Policy - covers the Drug and Alcohol Policy;
- (j) Video - "New to the Job" WorkSafe WA;
- (k) Questionnaire - on completion of the safety induction, a questionnaire must be completed by all employees. The inductor must correct and explain any inaccurate answers and submit the form to Human Resources for filing;
- (l) Employee Safety Handbook - will be distributed to all personnel on completion of the induction. Both the inductee and inductor are required to sign the last page and provide a copy to the Human Resource Department for filing; and
- (m) The Safety Induction should be completed within the first week that the work commences.