

Policy & Procedure for Staff Induction (SMB)

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# Introduction

Productivity is a fundamental component our business success, and staff that feel comfortable and safe in their environment have been proven to possess higher productivity levels. [ORGANISATION] recognises that the first few days in a new job creates a clear impression of what it is like to be part of the business and is committed to ensuring that all new employees feel welcome and supported in their new working environment.

# Purpose

[ORGANISATION] is committed to providing all new staff members, apprentices/trainees and volunteers undertaking duties with appropriate induction.

# Scope

This policy applies to all new employees (including casual staff), apprentices/trainees and volunteers, and to existing staff members who are appointed to another role in [ORGANISATION].

# Policy Statement

[ORGANISATION] will ensure that all new staff members are systematically introduced to their roles, co-workers and the organisation, and are provided with the information required to perform the duties of their new role.

This will be achieved by:

* welcoming new staff and familiarising them with [ORGANISATION], including an introduction to [ORGANISATION]’s values, strategic priorities, significant policies and procedures, facilities, local work locations, health and safety information, and other [ORGANISATION] activities and services that are available to them;
* providing information to enable new staff to perform their job responsibilities and assist with workplace adjustment; and
* encouraging commitment to the [ORGANISATION]’s values.

# Definitions

For the purposes of this Procedure, the following definitions apply:

| Term | Meaning |
| --- | --- |
| **Apprentices and Trainees** | Workers who may be employed by a third party provider on an apprenticeship or traineeship but who carries out duties as an apprentice or trainee with [ORGANISATION] . |
| **Continuing staff member** | A staff member who is employment is other than fixed-term or casual. The contract will have no fixed end date. Continuing employment may be on a full time basis or a fractional part-time basis. |
| **Casual staff member** | A staff member who is engaged by the hour and paid on an hourly basis. Payment will include a loading related to specific benefits to which the staff member has no entitlements i.e. sick leave, annual leave etc. |
| **Existing staff member** | A person who holds a current contract of employment with [ORGANISATION]. |
| **Fixed-term Staff Member** | A staff member is employed for a specified term or ascertainable period. The fixed term contract of employment will specify a start and finish date or will specify the circumstances or contingency relating to a specific task or project, upon the occurrence of which the term of the employment shall expire. Fixed-term employment may be on a full time basis or a fractional part-time basis. |
| **Supervisor** | A staff member of [ORGANISATION] has supervisory responsibility for other staff members work. |
| **Local Induction** | Introduction to the local work area where the staff member will be under- taking their daily tasks. |
| **New staff member** | A person who has not previously been employed by [ORGANISATION] and holds a new contract of employment; a person who has previously been employed by [ORGANISATION] who has been re-employed following a break in service; or a casual or sessional who has obtained a fixed-term or continuing appointment. |
| **Occupational Health and Safety Induction** | Introduction to [ORGANISATION]-wide and local health and safety matters. |
| **Corporate Induction** | Assists staff in settling into [ORGANISATION] and their new position and environment as soon as possible. [ORGANISATION] is also committed to its legal obligations under the Occupational Health and Safety Act, 2004, the Fair Work Act 2009 and various Equal Opportunity and Anti-discrimination legislation to ensure employees have adequate information, instruction, training and supervision to work in a safe and healthy manner and understand their obligations to one another. |
| **Values** | Details of [ORGANISATION]’s purpose and values that will underpin all business activities and planning. |
| **Volunteers** | A person who willingly offers to undertake task or perform a service without pay. |
| **Workplace Behaviour Training** | Outlines [ORGANISATION]’s expectations on behaviours at work and providing information on workplace bullying prevention and Equity and Equal Opportunity matters.  |

# Requirements

## Continuing/Fixed Term staff

All new staff members are required to:

* Complete Local and OHS inductions with their supervisors in the first week of employment;
* Complete Corporate Induction within 1 month of commencing work at [ORGANISATION]; and
* Complete Workplace Behaviour Training.

Supervisors are responsible for ensuring staff are allocated sufficient time within their workload allocation to participate in, and complete all induction processes.

## All existing staff members

Existing staff members commencing a new role in another Division, Department or Business Unit are required to complete the Local Induction and Occupational Health and Safety Inductions. Existing staff may be required to complete the Corporate Induction and Workplace Behaviour Training.

## All apprentices and trainees

Apprentices and trainees commencing work at [ORGANISATION] (including those employed under third-party arrangements) are required to comply with all aspects of this procedure.

## All volunteers

Volunteers are required to complete the Local and OHS inductions parts of this procedure.

## Casual staff

Casual staff members are required to complete Local and OHS induction processes. Casual staff are also required to complete the workplace behaviour training modules.

Supervisors must return completed checklists to Human Resources.

# Local Induction

Within the first week of commencing at [ORGANISATION] a new staff member or apprentice/trainee or volunteer and their supervisor will complete a Local Induction.

The supervisor will:

* introduce the new staff member, apprentice/trainee or volunteer to colleagues;
* allocate a work space (if applicable);
* ensure access and passwords to the relevant [ORGANISATION] systems have been granted (if applicable);
* identify local amenities and facilities – e.g. lunch room, bathrooms etc;
* advise of any specific work and break times;
* discuss probation requirements and processes (if applicable); and
* provide any other relevant information.

The Local Induction may vary within each Division, Department or Business Unit. Supervisors must complete the Local Induction Checklist to ensure the most significant points of the Local Induction are covered.

Any other matters may be discussed at this time and the new staff member/casual/apprentice/trainee or volunteer should be given an opportunity to ask questions.

The completed Local Induction Checklist must be signed by the new staff member/casual/apprentice/ trainee or volunteer and their supervisor and forwarded to Human Resources within ten (10) days of commencement.

# Occupational Health & Safety Induction

Within in the first week of employment of a new staff member or apprentice/trainee or volunteer and their supervisor will complete the Occupational Health and Safety Induction.

The supervisor will:

* introduce the new staff member to the Health and Safety Representative and local area First Aid officer;
* identify the local area emergency assembly points;
* advise of any specific emergency procedures related to the specific Division, Department or Business Unit;
* advise of the process for reporting injuries or hazards; and
* discuss workstation set up and arrange for an ergonomic assessment to be undertaken with the Risk, Health and Safety Portfolio (if applicable).

The Occupational Health and Safety Induction will vary within each Division, Department or Business Unit.

Any other matters may be discussed at this time and the new staff member, apprentice/trainee or volunteer should be given an opportunity to ask questions.

The completed Occupational Health and Safety Induction Checklist must be signed by the new staff member or apprentice/trainee or volunteer and their supervisor and forwarded to Human Resources within ten (10) days of commencement.

# Corporate Induction

A new staff member (other than a casual) or apprentice/trainee will be enrolled in the Corporate Induction by Human Resources.

The new staff member or apprentice/trainee will receive an email advising of their enrolment in Corporate Induction and the timeline for completion.

Human Resources will maintain records of completed Corporate Inductions.

# Workplace Behaviour Training

A new staff member, apprentice or trainee will be enrolled in Workplace Behaviour Training.

The new staff member, apprentice or trainee will receive an email advising of their enrolment in Workplace Behaviour Training, their log in details and a link to the courses.

Workplace Behaviour Training provides information on Workplace Bullying, Discrimination and Harassment. The training outlines [ORGANISATION]’s expectations with regard to these matters.

Supervisors will be sent a report to advise of any staff member, apprentice or trainee who has not completed the training. Supervisors are required to ensure the staff member, apprentice or trainee completes this training in a timely manner.

Human Resources will maintain records of completed Online Workplace Behaviour Training.

# Non-Completion

If the Induction and Online Workplace Behaviour Training is not completed within four (4) weeks of commencing employment, supervisors will be advised and required to ensure the staff member, apprentice/trainee completes the induction.