



Work Induction Checklist Policy

This Work Induction Checklist Policy applies to all Employees of the business.

The objective of the policy is to ensure a Work Induction Checklist Policy

The requirement is for all staff to comply with the Work Induction Checklist Policy.

Procedures (not required)



Purpose

The purpose of this Workplace Induction Checklist Policy (the "Policy") is to establish and communicate a clear framework for the effective orientation and integration of new employees and contractors within Sydney Drafting Concepts and Designs (the "Company"), an Australian business. This Policy aims to ensure that all new personnel receive consistent, relevant, and comprehensive information about the Company, its culture, policies, procedures, and safety requirements, enabling them to work effectively and safely from the outset.

Objective

The objectives of this Policy are:

- To provide a structured and consistent induction process for all new employees and contractors, ensuring they have a clear understanding of their roles and responsibilities within the Company.
- To facilitate the integration of new personnel into the Company culture and team dynamics.
- To ensure new personnel are aware of and adhere to the Company's policies, procedures, and safety requirements.
- To promote open communication, engagement, and a sense of belonging among new personnel.
- To support the ongoing professional development and growth of new personnel.

Policy Requirements

To achieve the objectives stated above, the Company has established the following requirements:

Induction Program: The Company shall develop and implement a comprehensive Workplace Induction Program, which includes a standardised Workplace Induction Checklist. This program shall be tailored to meet the specific needs of various roles, departments, and locations within the Company.

Induction Coordinator:

The Company shall designate an Induction Coordinator responsible for overseeing and managing the Workplace Induction Program. This individual shall ensure that the induction process is consistently and effectively executed for all new personnel.

Pre-Induction Communication:

Prior to the commencement of employment or engagement, new personnel shall receive information about the Company, its policies, procedures, and the Workplace Induction Program. This communication may include, but is not limited to, an Employee Handbook, a Contractor Guide, and a Welcome Pack.

Induction Schedule:

The Induction Coordinator shall prepare an induction schedule for each new employee or contractor, detailing the activities, meetings, and training sessions to be conducted during the induction process.

Induction Content:

The Workplace Induction Program shall cover the following topics, among others, as applicable to the specific role and department:

- Company overview, values, and culture
- Health and safety requirements
- Roles and responsibilities
- Company policies and procedures
- Workplace relations and equal opportunity
- Emergency procedures
- Systems and software training
- Confidentiality and intellectual property
- Performance management and development
- Employee benefits and entitlements

Completion and Evaluation:

Upon completion of the Workplace Induction Program, the Induction Coordinator shall ensure that the Workplace Induction Checklist is signed by the new personnel, confirming their understanding and commitment to the information provided during the induction process. The Company shall also solicit feedback from new personnel to evaluate the effectiveness of the induction process and identify areas for improvement.

Compliance:

The Company shall comply with all relevant Australian laws and regulations related to workplace induction, including the Fair Work Act 2009, the Work Health and Safety Act 2011, and any other applicable legislation.

By adhering to the requirements outlined in this Workplace Induction Checklist Policy, Sydney Drafting Concepts and Designs demonstrates its commitment to providing a supportive and inclusive environment for new personnel, fostering their integration and development within the Company, and ensuring a safe and productive workplace.

The Director is responsible for communicating the Work Induction Checklist Policy to all persons working for or on behalf of the organisation and making it available to interested parties.

Workplace Induction Checklist

Worker name:		Date of commencement:	
Position:		Date of induction:	
Supervisor name:			
Name of person conducting the induction:			
Please tick	Yes	No	Comments
Welcome worker	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce worker to management and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce worker to co-workers	<input type="checkbox"/>	<input type="checkbox"/>	
Work hours/meal breaks and overtime	<input type="checkbox"/>	<input type="checkbox"/>	
Explain work tasks and provide job description	<input type="checkbox"/>	<input type="checkbox"/>	
Tour of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Location of toilets/amenities	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kits and names of first aiders	<input type="checkbox"/>	<input type="checkbox"/>	
Manager's office/location	<input type="checkbox"/>	<input type="checkbox"/>	
Noticeboards & WHS information/signs	<input type="checkbox"/>	<input type="checkbox"/>	
Exit points and evacuation instructions	<input type="checkbox"/>	<input type="checkbox"/>	
Location of nearest WHS manual & safe work procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Explain WHS/OHS management and procedures			
WHS policy	<input type="checkbox"/>	<input type="checkbox"/>	
WHS responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
Consultation mechanism and issue resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard & injury reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Workers compensation claims procedure (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	
Return to work program (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous substance procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment [PPE] — location & storage	<input type="checkbox"/>	<input type="checkbox"/>	



Training program	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation procedure	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Training and competency needs assessment conducted based on WHS risks in specific job tasks:	<input type="checkbox"/>	<input type="checkbox"/>	
Additional training required;	<input type="checkbox"/>	<input type="checkbox"/>	
List:			
Traffic Management (safety working around forklifts & other vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	
Safe working at heights	<input type="checkbox"/>	<input type="checkbox"/>	
Signed — Trainer		Signature: worker	
Date		Date	