1. Purpose

To detail the procedure for **[Club Name]** worker induction and training. To also ensure that all new employees receive a full safety induction to all applicable areas of **[Club Name]** within their first week.

2.0 Scope

The scope of this procedures covers the requirements of:

* ISO 9001:2015, ISO 14001 clause 7.2 and 7.3
* ISO 45001

This procedure applies to all new and existing **[Club Name]** staff, including part-time and casual staff, volunteers, visitors and contractors.

System documentation includes but is not limited to:

* Induction Records (Induction checklist).
* Training Skills Matrix.

3.0 Procedure

Employee Inductions are paramount to the employee’s successful transition into any business. The Induction Checklist is to be completed during the new employee’s first week within commending work with **[Club Name]**.

These completed checklists should be filed in the staff members personnel file and retained for their length of service within the business. Including and up to seven (7) years after their termination of employment.

New Staff will be provided with information regarding WHS issues relevant to the workplace before commencing work activities. This training will include as a minimum, the following topics included in the WHS Induction:

• WHS Policies and Procedures.

• Workplace layout.

• Manual handling.

• Specific task or job requirements.

• Manual handling.

• Human animal interaction.

• Traffic hazards and vehicle / plant movement (if relevant).

• General hazards present in the workplace (including specific control measures).

• Hazardous material controls (SDS’s).

• Personal protective clothing and equipment (PPE) requirements.

• Workplace emergency procedures (including reporting of incidents).

• Location, selection and use of fire extinguishers and basic fire safety.

• Location of first aid officers and location of first aid facilities.

• Other as identified through risk assessments.

Workplace specific safety rules will be included in inductions for all employees, subcontractors and visitors to the workplace. **[Club Name]** will ensure that all persons on their site or premise always adhere to these rules.

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| **INDUCTION CHECKLIST – ALL NEW STAFF** | | | | |
| **[Club Name]:** | **Location:** | | | **Date:** |
| **Worker Name:** | | **Commencement:** | | |
| **Position:** | | **Manager / Supervisor:** | | |
| **Line Manager** | | | | |
| 🞏 Show immediate work area(s)  🞏 Introduce to staff in the work area  🞏 Show amenities / tour of premises  🞏 Discuss role/duties  🞏 Issue correct clothing, PPE and equipment to carry out their job role safely and effectively.  🞏 Identify any training requirements for Job Title or activities performed. | | | | |
| **Other Managers- brief on Departmental workings** | | | **Signatures** | |
| (Each Manager / Department Head to sign off Induction Checklist when met with the new staff member)  🞏 GM / HR Manager  🞏 WHS Representative  🞏 Club / Committee President | | | ……………………………………………………………………………………………………………………………………………………………………………………………… | |
| **FOLLOW-UP BY IMMEDIATE MANAGER AFTER ONE WEEK** | | | **Record** | |
| 🞏 Review work practices & procedures with employee  🞏 Answer employee’s questions  🞏 Repeat training or provide additional training if required | | | ***Retain this checklist, when complete***  ***provide for your records / files.*** | |
| **Manager / Supervisor Signature: ……………………………………..**  **Manager / Supervisor Name: ………………………………………….** | | | **Employee Signature: ……………………………………**  **Employee Name: ………………………………………….** | |
| **Date:** | | | **Date:** | |
| **Manager Comments:** | | | **Employee Comments:** | |
| **WORKPLACE HEALTH SAFETY & ENVIRONMENT INDUCTION CHECKLIST - ALL NEW STAFF** | | | | |
| **Site:** | **Location:** | | | **Date:** |
| **Name:** | | **Commencement Date:** | | |
| **Position:** | | **Manager/Supervisor:** | | |

|  |  |
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| **Occupational Health & Safety (Tick once complete)** |  |
| 🞏 Explain the WHS & Environmental Policy  🞏 Set up Online Training (ASSA) as per Training Matrix  🞏 Explain the Incident Reporting Procedures  🞏 Explain Drug & Alcohol Policy  🞏 Advise location of Safety Data Sheets (SDS)  🞏 Obtain copies of licenses and qualifications i.e., Forklift  🞏 Explain the Smoke Free Work Environment  🞏 Explain the Workers Compensation claims process  🞏 Explain the Rehabilitation and Return to Work process  🞏 Explain any site safety rules | 🞏 Explain the Hazards present in work area / premises  🞏 Show where toilets, lunchroom & drinking water is located.  🞏 Advise where PPE is available and stored for issue.  🞏 Show where SWMS / SOPs are located.  🞏 Issue PPE / Clothing / Equipment.  🞏 Additional Comments –  ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------ |
| **Emergency Procedures** | **First Aid** |
| 🞏 Explain the Fire evacuation procedures  🞏 Show emergency assembly areas for site  🞏 Explain the Emergency procedures  🞏 Advise names and locations of Fire warden(s) | 🞏 Advise name and location of First Aid Officer(s)  🞏 Advise First Aid kit location(s)  🞏 Advise Defibrillator location(s) |
| **Record** | |
| ***Following completion, hard copy to be kept in employee personnel file.*** | |
| **Inducting Managers Signature: ……………………………………….**  **Inducting Managers Name: …………………………………………….** | **Employee Signature: ……………………………………**  **Employee Name: ……………………………………...** |
| **Date:** | **Date:** |

**INDUCTION FOLLOW UP**

* Maintain accurate and up to date records for all staff training with hard copy of Induction checklist to be recorded in personnel file and electronic copies on file.
* All staff to undergo re-training and re-induction every 2 years. To include online training and WHS induction.