

Induction Policy

Purpose

Skillset Limited ('Skillset') has a duty under the NSW Work Health and Safety Act and Regulations 2011 (the 'Legislation') to prevent and/or to minimise risk in the workplace, as far as reasonably practicable. Skillset's initial step to enable them to achieve this duty; is to ensure all officers and workers (employees, contractors, volunteers, trainees, apprentices and visitors) and other PCBU's (eg. host employers) complete an online induction.

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Induction policies of Skillset (whether written or not).

Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

Statement of Intent

This policy provides a guideline for the induction of successful workers (employees, agents, contractors, including temporary contractors) at the commencement of their employment.

Policy Statement

Induction refers to the process of providing essential information relevant to a newly appointed worker as they prepare to enter the workplace. The induction process is mandatory for all workers of PCBU's including host employers and contractor companies.

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The induction for each individual must be completed online. Information regarding relevant procedures will be provided by either an E-mail or text message to a mobile phone. The induction includes questions that must be successfully answered.

Failure to complete the induction yourself may result in termination of your employment.

If you experience difficulties completing the induction, contact the manager who provided you with the referral information.

On successful completion of the induction, the inductee will be provided with a certificate which is to be printed and carried with them at all times and a copy is placed on the employees file.

The induction process will cover the following essential information:

- Workplace health and safety
- Injury management and return to work
- First aid and emergency response
- Responsibilities of all stakeholders
- Skillset WHS Committee
- Health & safety issue resolution flow chart
- Anti-discrimination and EEO
- Workplace bullying
- Code of conduct
- Dress code
- Computer usage
- Social media
- Smoke free policy
- Drugs and alcohol
- Hazardous manual tasks
- Ergonomics
- Fatigue management
- Hazard and incident reporting
- Timesheets
- Leave
- Discipline and Dismissal

Host Employer Inductions

Apprentices and trainees will also undergo an induction as part of their placement in the host employer's workplace.

Breach of this Policy

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors

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(including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

Variations

Skillset reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- WHS Policy
- Skillset WHS Inductions

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