

SUBJECT: <i>INDUCTION POLICY</i>	FILE NO:	PER/0602
ADOPTED BY COUNCIL ON: 16 July 2009	MINUTE NO:	258.07.09
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Introduction

When new employees commence, Council will aim to help them adjust to their new situation as quickly and easily as possible so that they become integrated and productive members of the organisation from the earliest opportunity.

Objectives

This policy outlines the induction process that will apply to new employees joining the organisation. This policy only covers the induction process - training programs must be developed separately to meet the specific training needs of employees during their time in the organisation.

Identification

Before the employee starts they will be given:

- A clear understanding of their commencement date, time and location, dress standards and parking availability.
- A listing of any required documents or equipment, such as medical information, clothing or tools that they may require.

Council will ensure the following occurs before the new employee commences:

- All employees will be notified that a new employee is commencing
- A work area/station is identified for the new employee and is clean and tidy
- Prepare all necessary personal protective equipment, supplies and equipment
- Where applicable, security information and keys are prepared for them.

On commencement:

- Introduce the new employee to other employees and familiarise them with a tour of the work area, including toilets, lunch room, emergency exits
- Allocate any personal protective equipment, supplies, keys etc
- Complete any required paperwork and answer any queries
- Provide the new employee with an Induction Package (this package will ensure new employees receive all the information required to perform their role while familiarising them with the local community and Council services.)

Related Legislation, Regulations and Policies

Policy Manual, relevant policies may vary according to the position.

Responsibilities

It is the responsibility of all Managers and Supervisors involved in the induction of new staff to ensure that this policy is adhered to.

Related Documents

Induction Manual