



## STATEWIDE GROUP TRAINING (SA) INC

### NEW EMPLOYEE INDUCTION POLICY

#### **PURPOSE:**

The Statewide Group Training (SA) Inc (SGT) induction process will ensure that all new employees are provided with a thorough introduction to the organisation, along with an overview of any relevant health and safety requirements, codes of practice including access & equity principles and any other operating requirements.

It is the responsibility of every manager/supervisor/field officer to ensure that all new employees are provided with the necessary information and guidance so that they can perform safely and effectively in their respective positions. An effective induction program allows new employees to commence contributing to the workplace more readily.

Specific Policies for Apprentices and Trainees are in the Work, Health, and Safety Policies and Procedure Manual.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- how SGT provides services to clients and how it interacts with other members of the public.
- all aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation; hours; leave arrangements; workload; equipment and transport.
- on site, off site or after hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their SGT duties

#### **POLICY:**

Employees will include all full-time, part-time, casual, fixed term and temporary replacement employees who are engaged to perform duties and functions at a SGT's host employers workplace, and SGT's workplace.

At the conclusion of the induction process, the intended aim is that new employees should:

- Have a genuine perception that they are a welcome addition to SGT;
- Understand and be familiar with all relevant safety procedures, protective equipment, emergency evacuation and assembly point details;
- Have a sound understanding of their role within SGT;
- Understand the requirements of their position;
- Be familiar with their new workplace and amenities;
- Have a clear understanding of all conditions of their employment, i.e. payment, industrial instrument (such as award or agreement) conditions (if applicable) and legislative provisions; and
- Have an understanding of the rules, policies and procedures applicable SGT.



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New employees have a responsibility to ensure that they:

- Read all documentation issued to them including the handbook and any other documentation from time to time
- Provide all necessary information and sign all relevant documentation; and
- Maintain the required performance standards of the position.

Any other person who, as a requirement to be at a SGT workplace, such as contractors and labour hire contractors, together with regular and occasion visitors, will need to be inducted, depending on the nature and duration of the visit, in at least the basic safety and evacuation procedures that apply to the particular workplace.

Manager/supervisors/field officers/host employers have a responsibility for overseeing and guiding the work of all new employees, particularly on the first day, and will ensure that the following occurs:

- The prospective employee has signed all of the necessary contractual documents (such as the Letter of Appointment/Contract of Employment, Agreement, Confidentiality Agreement, Position Description, etc.), confirming acceptance of the terms and conditions of employment offered, **prior** to commencement of employment;
- The employee is given a copy of the Fair Work Information Statement in accordance with legislative requirements;
- The employee is given to opportunity to become acquainted with, and discuss any issues relating to, the terms and conditions of employment. The employee must also be given a copy of any Code of Conduct Policy directly relating to the position (if available). Employees who are issued with an Apprentice/Trainee Policy handbook are required to complete and sign a statement acknowledging that they have received, read and understood the contents of the Apprentice/Trainee Policy handbook.
- An overview is given of work, health, and safety requirements, rules and procedures;
- An explanation is given to the employee of the conditions and procedures associated with the induction and probation;
- The employee is introduced to the appropriate payroll personnel to arrange the method of payment, any payroll deductions and the completion of the necessary taxation, personnel, and employment forms;
- The employee is given a tour of SGT relevant office or host employers workplace, and is shown the amenities, fire exits, staff rooms and other important locations;
- The employee is introduced to other employees, particularly those within their actual work area and given an explanation of their co-workers' respective roles;
- The rules, policies and procedures of SGT are explained, together with any other relevant information;
- The role that the employee has been employed to perform is understood, based on the requirements of their Position Description;
- The employee has a clear understanding of the level of performance expected of them and;
- At the end of the first day, the employee knows where, what time and to whom they are to report to on the following day.

For contractors and other visitors to the workplace, the relevant manager/supervisor must ensure that as a minimum:



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- An overview is given of work, health, and safety requirements, rules and procedures; and
- The contractor/visitor is given a tour of SGT worksite and is shown the amenities, fire exits, assembly points and other important locations.

By the end of the first week, the relevant manager/supervisor is required to ensure that the new employee:

- Is familiar with the rules, policies and procedures of SGT;
- Knows the operational requirements of their position, including all relevant Standard Operating Procedures;
- Is aware of an alternate person to report to in the absence of their immediate manager/supervisor/field officer;
- Has completed an induction checklist; and
- Has been allocated an appropriate workplace 'buddy' to assist them with their integration into the organisation.

At the end of the first month, the relevant manager/supervisor should conduct a review with the new employee, at which time the following areas should be addressed and/or confirmed:

- All safety policies and procedures are clearly understood and have become part of the new employee's routine;
- Other areas of the organisation outside of the new employee's normal work area are introduced and explained;
- An informal forum is held to allow new employees the opportunity to raise issues and concerns that they may have about the workplace; and
- A record of the successfully completed induction program must be placed on the new employee's Personnel File.

Where an employee has a need to visit another area or site operated by SGT or their Host Employer, they must complete all necessary and appropriate induction processes for that area/site before entering.

Where appropriate, induction procedures will need to be repeated and re-documented when a significant absence from employment (or access to the workplace) has occurred.

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#### Reference:

Access & Equity Policy  
WHS (SA) Act 2012  
National Employment Standards  
Fair Work Act

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 27<sup>TH</sup> MARCH 2023



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