



STATEWIDE GROUP TRAINING (SA) INC

## WHS INDUCTION OF EMPLOYEES POLICY

### PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensuring that all employees are inducted into Work, Health, and Safety practices of SGT.

The purpose of this procedure is to provide all employees with a basic understanding of Work, Health, and Safety before commencing employment with SGT and/or their Host Employer.

### SCOPE:

This policy applies to:

- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees.

### POLICY:

Induction into the Work, Health, and Safety processes means that all employees are made aware of the importance SGT places on safe work practices and their duty of care to their employees.

This is a requirement under the Work, Health, and Safety Act of 2012, and the associated Regulations.

The relevant Manager, or Field Officer will induct the employee, into Work, Health, and Safety via the set programme. The relevant Manager, or Field Officer will provide the employee, with a copy of the Handbook and General Information Handbook at the initial induction into SGT.

The WHS Manager, or the HR Manager will ensure the following for SGT staff.

- The WHS Manager inducts the employee into Work, Health, and Safety in the induction schedule set out by the HR Manager
- That a record is kept of the induction of the staff member into SG and given to the HR Manager to be placed on the employees personnel file.

All Field Officers will induct the Apprentice, or Trainee, into Work, Health, and Safety via the set programme. All Field Officers will provide the Apprentice, or Trainee, with a copy of the Handbook and General Information Handbook at the initial induction into SGT.

The Field Officer will ensure the following.

- The induction of Apprentices, or Trainees, is conducted prior to placement at the Host Employer worksite.
- That a record be kept of the induction of the Apprentice, and or Trainee into SGT.

The WHS Manager will ensure the following.

- To provide Field Officers with the induction programme and update it when necessary.
- To provide Field Officers with the required handbooks to be issued at time of induction, and to update these handbooks when required.



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**Reference:**  
WHS Act (SA) 2012  
WHS Regulations 2012

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024

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