

KATHERINE TOWN COUNCIL

INDUCTION POLICY



TITLE: INDUCTION POLICY
ADOPTED BY: COUNCIL
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER
NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

1. INDUCTION POLICY

The Induction Policy relates to Katherine Town Council (Council).

2. COMMENCEMENT OF POLICY

The Policy will commence from 01/03/2017; it replaces all other policies, if any, relating to Induction (whether written or not).

3. SCOPE

This Policy applies to:

- New workers
- Apprentices/trainees
- Volunteers undertaking duties for the council
- Existing staff commencing a new appointment

4. PURPOSE

The purpose of this policy is to provide guidance that ensures all new workers (including casual workers), apprentices/trainees and volunteers are systematically introduced to their roles, co-workers and the organisation, and are provided with the information required to perform the duties of their new role.

Additionally, this policy is to ensure that the Council takes every reasonable practical measure to provide any information, training, instruction or supervision that is necessary to protect all workers from risk to their health and safety arising from work

5. POLICY STATEMENT

Council is committed to an Induction process that includes:

- welcoming new staff and familiarising them with Council, including an introduction to the Council's values, strategic priorities, significant policies and procedures, work locations, health and safety information, and other activities and services that are available to them;
- providing information to enable new staff to perform their job responsibilities and assist with workplace adjustment; and
- encouraging commitment to Council's values.

6. APPLYING THIS POLICY

Council seeks the co-operation of all workers, contractors, visitors and others whom may be affected by our business or undertakings.

Council encourages and supports suggestions to create a safe working environment and promotes all reasonable preventative measures being taken.

7. REVIEWING THIS POLICY

Council will review this policy every two (2) years, unless legislative changes trigger an earlier review, in consultation with workers:

- to assess the effectiveness of the policy,
- by reviewing our overall health and safety performance,
- by monitoring the effectiveness of policies and procedures.

8. COMMUNICATING THIS POLICY

This policy (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with a copy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

9. ACKNOWLEDGEMENT

I acknowledge:

- *receiving the Policy,*
- *that I will comply with the Policy, and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name: _____

Signed: _____

Date: _____

10. ATTACHMENTS

- A. Induction Procedure . Council Workers
- B. Induction Checklist . Council Workers
- C. Induction Procedure . Contractors and Visitors
- D. Induction Checklist . Contractors and Visitors



Attachment A

Induction Procedure – Council Workers

The induction process will usually comprise three (3) stages.

1. Completion of relevant paperwork
2. Face to face induction session covers a range of topics about Katherine Town Council
3. Introductions are conducted and an information kit is provided.

The Induction Checklist is Attachment B and should be completed by the new worker within the first week of commencing and stored on their personnel file.

Stage 1 – Paperwork

This involves the new worker completing the paperwork required by Council to ensure the new worker can be established on Council's database and all relevant paperwork is collected from the new worker. All paperwork should be completed and submitted on the first day of employment.

The paperwork includes:

- Acceptance of employment (contract of employment)
- Contact details
- Superannuation documentation
- Tax file declaration
- Banking details
- Relevant Policies

The new worker will receive a New Employee Handbook comprising of Katherine Town Council's:

- Policies and examples of forms / templates
- Municipal Plan
- Organisational Chart
- Code of Conduct Policy

Stage 2 – Induction Session

The induction session is typically conducted by the Community Support Officer. The sessions are run on a needs-basis however a new worker should typically be required to attend an induction session within one (1) week of commencing work with Katherine Town Council.

The induction session will cover:

- A brief history of Katherine Town Council.
- A general outline of Katherine Town Council and the future directions of the business including an outline of the various units/departments in the organisation.
- Quality procedures.
- A training session on EEO, discrimination and harassment in the workplace.
- Workplace Health and Safety, including the emergency evacuation procedure, workers compensation, etc.

- Telephone protocol and appropriate use of company assets.
- Availability of training.
- An outline of Council's computer network system and associated programs.
- A general overview of policies.

Stage 3 – Introduction to staff and mentoring

This may occur during the induction session or on the first day of the worker's employment. The new worker's manager or supervisor is responsible for ensuring the new worker is introduced to other employees.

New workers should, wherever possible, be allocated a mentor to assist with transition into Council business. The mentor should also acquaint the new worker with the day to day operations of the workplace including work breaks and available facilities. A mentor should aim to make the new worker feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new worker as part of the induction process.



Attachment B

Induction Checklist

Worker's name:

Employment start date:

Position/job:

Manager/supervisor:

Department:

Explain the Council:

Organisational structure Functions of Council

List and introduce your key people and their roles:

Manager(s) Supervisor(s)

Co-workers Health and safety representative

Fire/emergency warden(s) First Aid Officers

Explain their employment conditions:

Name of award or agreement and award conditions Job description and responsibilities

Leave entitlements Notification of sick leave or absences

Out of hours enquiries and emergency procedures Time recording procedures

Work times and meal breaks Smoking

Uniforms

Explain their employment conditions:

Pay arrangements Rates of pay and allowances

Superannuation Taxation and any other deductions (including completing the required forms)

Explain your work health and safety administration:

Consultative and communication processes, including worker health and safety representatives (HSR) Hazard reporting, including where to find forms

Incident /accident reporting procedures, including where to find reporting forms Workplace hazards

Policy and procedures Roles and responsibilities

Employee assistance program (EAP) Workers compensation claims

Explain your security:

Petty Cash For each worker and for their personal belongings

Show your work health and safety environment:

Safe work procedures (SWPs) relevant to the position:

Emergency plan, procedures, exits and fire extinguishers
Information on workplace hazards and controls

First aid facilities such as the first aid kit and room

Show your work environment:

Car parking
Locker and change rooms
Washing and toilet facilities
Procedures for the workplace

Eating facilities
Phone calls and message collecting system
Work station, tools, machinery and equipment used for job
Office ergonomics procedure

Explain your training:

First aid, fire safety and emergency procedures training
On the job training in safe work procedures

Hazard-specific training (e.g. manual handling, hazardous substances)
Job-specific training (for example, if a licence or permit is required)

Conduct a follow-up review:

Repeat any training required or provide additional training if needed
Ask and answer questions

Review work practices and procedures with the worker

Comments and follow up action:

Induction Acknowledgement

By signing my name below, I agree that I have read and understood all the standards, procedures and instructions contained and associated documents. I also agree to:

- 1 Abide by all the procedures outlined with this induction;
- 2 Undertake tasks and duties in a safe manner;
- 3 Agree to keep myself informed of any changes to procedures before commencing tasks;
- 4 Ask my Supervisor to explain of any part of this induction that I have not fully understood.

Conducted by (Name):	_____	Date:	_____
Position/Job:	_____	Signature:	_____
Worker Signature:	_____	Review date:	_____



Attachment C

Induction Procedure – Visitors and Contractors

The Council has a duty of care to ensure that any visitors or contractors who are working in a council workplace do not have their health put at risk through their exposure to the work environment.

Supervisors are responsible to ensure that this duty of care is discharged.

This can be done in two ways:

1. Through direct supervision and monitoring of the visitor and/or contractor when they are in the workplace, or
2. Through provision of a brief safety induction, including information on hazards in the workplace (See Attachment D . Induction Checklist . Contractor/Visitor).



Attachment D

Induction Checklist – Contractor/Visitor

Contractor/Visitor's name: _____
Date: _____
Position/job: _____
Manager/supervisor: _____
Department: _____

Explain your work health and safety administration:

Incident /accident reporting procedures, Hazard reporting

Show your work health and safety environment:

Safe work procedures (SWPs) relevant to the task:

Emergency plan, procedures, exits and fire extinguishers First aid facilities such as the first aid kit and room
Information on workplace hazards and controls

Show your work environment:

Washing and toilet facilities Eating facilities

Comments and follow up action:

Induction Acknowledgement

By signing my name below, I agree that I have read and understood all the standards, procedures, instructions and documents associated with the task I am undertaking in the workplace. I also agree to:

1. Abide by all the procedures outlined with this induction;
2. Undertake tasks and duties in a safe manner;
3. Agree to keep myself informed of any changes to procedures before commencing tasks;
4. Comply with any instructions given to me by the Supervisor, and;
5. Ask the Supervisor to explain of any part of this induction that I have not fully understood.

Conducted by (Name): _____ Date: _____
Position/Job: _____ Signature: _____
Contractor/Visitor Signature: _____ Review date: _____