

C.4.1.C.1	INDUCTION PROCEDURE FOR NEW STAFF AND VOLUNTEERS
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Applies to: All Staff
Specific responsibility: Management Committee, Centre Manager, Line Manager, Workers and Employees

Version: 1
Date approved: 23.9.14
Next review date: 23.9.17

Policy context: This policy relates to	
Standards	<ul style="list-style-type: none"> - How to manage work health and safety risks - Managing the risk of falls at workplaces - Managing the work environment and facilities - First aid in the workplace - Managing electrical risks at the workplace
Legislation or other requirements	<ul style="list-style-type: none"> - Work Health and Safety Act 2011 (WHS Act) - Work Health and Safety Regulation 2011 (WHS Regulation). - Workplace Injury Management and Workers' Compensation Act 1998 - Workplace Injury Management and Workers' Compensation Regulation 2002
Contractual obligations	<p>Funding Agreements are generally issued by funding bodies such as Government Departments.</p> <p>These Agreements are legally binding documents between the funding body and the organisation.</p> <p>Agreements generally outline the amount of funds to be provided and the conditions for the basis for the issuing of such funds. Such documents also outline the nature, purpose, proposed activities, performance criteria and accountability requirements which must be complied with regardless of whether funding is provided as a one-off grant or on an on-going basis.</p>

The Induction Process

You may need to adapt the induction process to suit the role, for short term or project volunteers, or staff with special requirements or no computer access. Certain Supervisor responsibilities may be delegated to an appropriate delegate.

1. Before Arrival

New Volunteer/ Employee Responsibility	Supervisor Responsibility
Be aware of starting date and time	Prepare paperwork, new arrival starter pack and personnel file
Have all required document prepared for supervisor (If applicable)	Schedules meetings and activities for new starters first week (i.e. job shadowing; morning tea; orientation tours

2. At Start Up

New Volunteer/ Employee Responsibility	Supervisor Responsibility
Complete required forms	Welcome new staff member/ volunteer
	Complete required forms

3. Getting Settled

New Volunteer/ Employee Responsibility	Supervisor Responsibility
Undertakes job shadowing/ role familiarisation	Provides detailed induction to organization
Attend induction meetings as required	Conducts a one to one discussion with new starter about job role.
Asks questions for clarification on anything unclear or requiring more information	Supports new employee
	WHS checklist completed

4. Getting Settled

New Volunteer/ Employee Responsibility	Supervisor Responsibility
Continues to build skills and knowledge to meet all performance standards	Completes Probation reviews
Attends mandatory training courses including OHS awareness.	Provides ongoing support for new employee's development
	Confirms WHS checklist has been completed
	Delivers personnel file to manager for storage

Importance and Benefits of New Induction Program

Induction programs are essential as they provide those that are new to the organisation with opportunity to develop an understanding of their new workplace and start the process of settling in. Induction also have significant benefits for organisations as they are shown to increase an individual's commitment to the institution and improve productivity.

Benefits of Effective Induction For the new employee:

- Feel welcome and part of the organisation

- Feel positive about the University and the local workplace
- Gain information about the University and their role and responsibilities
- Gives employees an opportunity to discuss and set career development goals for themselves and the unit.

For the MECA:

- New employee and volunteers understand the shared culture and values of MECA
- Reduces staff turnover, and thus reduces the cost of replacing those that leave
- Reduces the amount of time it takes for a new worker to become effective in their role
- Aligns individual development goals and their job role with MECA's strategic direction

Orientation Checklist

Forms	Completed
Application form completed and signed	
Code of Conduct signed	
Use of image and media form signed	
Police Check/ Working with Children Check	

The Organisation	Completed
Organisation services, mission, goals (Timetable and services guide provided)	
Policies, procedures and rules	
Reimbursement policy explained	

The Volunteer	Completed
Job description received	
Lines of reporting explained	

Training	Completed
Essential training completed	
Further training requirements outlined	
Rewards and benefits of volunteering outlined	

General Requirements	Completed
Volunteer Handbook Supplied	
Tour of Facility	
Orientation of work area	
Location of 'sign in' and procedure	
Introductions to other staff and volunteers	
Hours and breaks	
Kitchen/ Tea and Coffee making facilities	
Amenities – Toilets	

End of Engagement	Completed
Awareness of probation period and follow-up process	
How to provide notice of resignation	
Dismissal procedure/ Instant dismissal procedure	
Grievance procedure	

Emergency	Completed
WHS Checklist completed	
Types of incidents and how to report	
Emergency procedures	
Contact numbers	

Staff Member – Supervisor:

Volunteer:

Name (Please Print)

Name (Please Print)

Signature

Signature

Date

DOCUMENTATION

Documents related to this policy	
Related policies	Induction Policy, Recruitment Selection and Induction Policy, Complaints and Compliments Policy, WHS Hazard Identification, Risk Assessment and Control Procedure
Forms, record keeping or other organisational documents	Incident report, WHS Hazard Report, WHS risk assessment, Risk Control Plan, WHS Incident Investigation Form, WHS Hazard Identification Checklist, Personal Protective Equipment in the Workplace, Emergency Evacuation Exercise Observers Checklist, Emergency Evacuation Floor Plan and Assembly Point.

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	Policy Officer, Coordinator or Manager	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	23.9.14	Amie Hope	23.9.17
2			
3			

INDEXING

Search topic/s:	New Volunteer/ Employee Responsibility, Induction
Function/s:	To assist new employees and volunteers in their introduction to the organisation.

