



WHS-53 Induction Procedure

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Document Control	
Territory Generation document number:	WHS-53
BDOC No:	BDOC2014/283
Document release date:	Date 20/06/2014 – Version 1.0
Review period:	3 Years
Next review date:	June 2017
Document Owner:	WHS Specialist
Document Sponsor:	Chief Executive Officer

Document History

Version No:	Date Released	Change	Remarks
1.0	20/06/2014	n/a	Procedure approved and released
1.0	09/09/2014	Rebranding	Rebranding and recoding
1.0	14/08/2015	Page 7 & 17	Site induction checklist updated

1 Purpose

The purpose of this procedure is to outline the induction processes to be undertaken for all persons entering Territory Generation maintained sites and includes:

- General Induction requirements for new employees
- Site induction requirements for employees, contractors and visitors.

Note:

- a) Site induction requirements for group site tours are covered by [WHS-09 Group Site Tour Induction Procedure](#)
- b) Site induction requirements for delivery drivers to CIPS and WPS sites are covered by [WHS-17 Delivery Driver Inductions CIPS & WPS](#)

2 Scope

This procedure applies to all Territory Generation maintained sites.

3 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	Shall ensure that : <ul style="list-style-type: none"> • All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. • Initiates procedure review as required.
All Managers/Site Coordinators	Shall ensure that: <ul style="list-style-type: none"> • This procedure is put in place at all Territory Generation controlled power stations sites. • Personnel are advised and trained as necessary in the procedure to be followed. • Contractors are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
Project Officers/Contract Managers	Shall ensure that: <ul style="list-style-type: none"> • Contractors under their control are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
All Personnel	Shall ensure that: <ul style="list-style-type: none"> • This procedure is followed personally and by contractors/visitors under their control, where applicable • Contribute to procedure reviews

Document Owner	<ul style="list-style-type: none"> The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	<ul style="list-style-type: none"> The position responsible for the approval and use of this document

4 Definitions

New Employee Induction	Means the formal process of providing the required relevant information (covering specific responsibilities/tasks etc.) for someone undertaking a new job or position within the organisation.
Site Induction	Means the formal process of providing the required relevant information (covering specific requirements/procedures etc.) for someone entering a Territory Generation maintained site.
Site Contact Person	Means the Territory Generation person responsible for organising the job, project or site visit and includes relevant project officers and contract managers.
Shall	Mandatory requirement
Should	Advisory requirement

5 References

- NT Work Health and Safety (National Uniform Legislation) Act Jan 2012
- NT Work Health and Safety (National Uniform Legislation) Regulations June 2013
- WHS-10A *Operational Clothing and PPE Request Form*

6 Records

- Completed employee checklists to be saved in TRIM in the employees entitlements folder
- My Plans shall be saved in TRIM in the employees entitlements folder
- Training records shall be saved in the Training Management System (TMS)
- Authorisations shall be recorded in the Authorisations database
- Completed site On line inductions shall be recorded in the Rapid Induct system

7 New Employee Induction - General requirements

All new employees shall complete the following induction process:

7.1 Site Induction

- Completed by the new employee prior to arrival at site of employment location.
- Conducted by the new employee via the Rapid Induct System.

7.2 Job/ Role Induction

- Conducted over a period of 1- 4 weeks, commencing on day one of employment with the focus on the operational requirements and procedures of the organisation.
- Conducted by immediate line manager and the new employee and recorded on the *New Employee Pre and Post-employment Checklists* See Attachment 1 and 2.

8 New Employee Checklists

8.1 The checklists in Attachment 1 & 2 are designed as a guide to assist Line Managers/Supervisors and the new employee with the induction process to ensure that all information relevant to the position has been covered.

8.2 The Manager/Supervisor of the new employee shall ensure Attachment 1: *Pre-employment Checklist* has been followed and all requirements met prior to the commencement of the new employee.

8.3 The relevant Line Manager/Supervisor shall provide new employees with Attachment 2: *Post Employment Checklists* in the first week of the employee's commencement and monitor their completion over the induction period.

8.4 Attachment 2 includes the following:

- First Day Checklist
- End of First Week Checklist
- End of First Month Checklist
- End of Third Month Checklist

9 New Employee - Line Manager/Supervisors Responsibilities

9.1 The new employee's immediate Line Manager/Supervisor is responsible for ensuring the new employee is provided with a structured and planned induction including:

- a) Ensuring adequate preparation time to prepare for the arrival of the new employee and complete the pre commencement checklist
- b) Allocating sufficient time to induct the new employee
- c) Providing the new employee with guidance and assistance on the induction process
- d) Providing the employee with an understanding of the functions and operations of Territory Generation and the work unit that they are assigned to

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- e) Outlining the specific responsibilities and tasks required for their effective performance in the position
- f) Providing the new employee with a clear understanding of their responsibilities and the behaviour expected of employees in Territory Generation
- g) Identifying and coordinating any specific training, especially technical or safety training, that is required for effective job performance should be organised by the employee's supervisor as part of the job induction process.
- h) Ensuring the new employee is provided with support, and their progress through the induction process is monitored
- i) Ensuring the needs of new employees with special needs are met
- j) Ensuring all topics in the Checklists (as applicable to the new employee) are completed and signed off
- k) Ensuring probation report completed and processed by end of 3 months from commencement
- l) Where applicable My Plan implemented and first review conducted by end of 3 months from commencement.
- m) Ensure completed checklists are saved in TRIM to the employee's entitlements folder.

10 New Employee Responsibilities

10.1 During the induction process, the new employee is responsible for:

- a) Participating in the induction process and completing all relevant sections of the new employee [Post Employment Checklist](#) in Attachment 2.
- b) Obtaining and clarifying information from the supervisor or other staff as required
- c) Ensuring all elements of the induction process are completed.

11 Site Induction – General requirements

- 11.1 Territory Generation utilises the Rapid Induct system for the provision of on line site inductions for all* employees, contractors and visitors entering its sites. (* exceptions – Group Site Tour Inductions and delivery driver inductions CIPS & WPS)
- 11.2 All persons entering Territory Generation maintained sites shall be required to completed the appropriate level of site induction
- 11.3 All Contractors and visitors shall have at least one designated site contact person

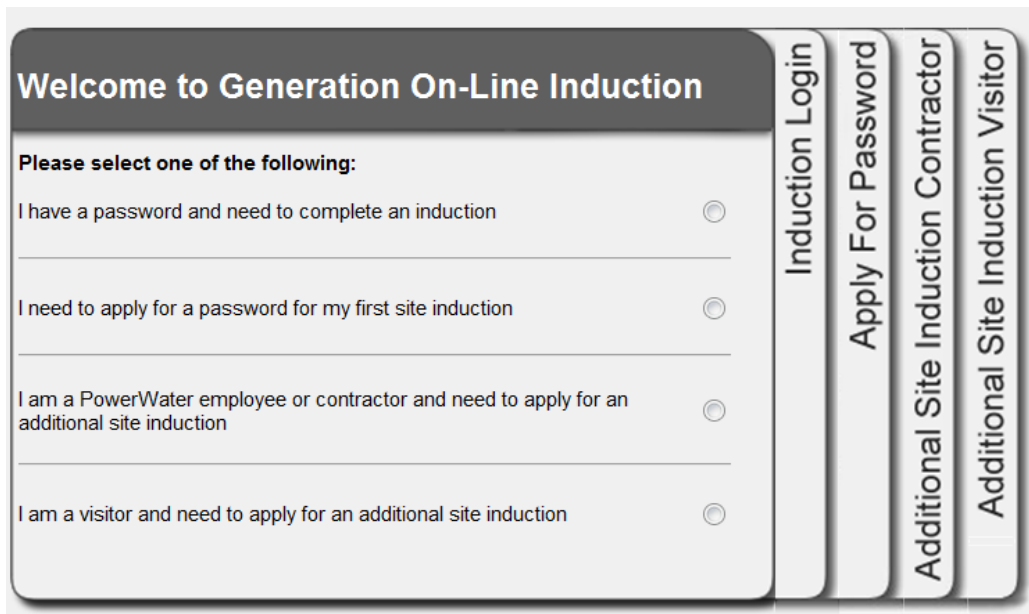
12 Site Induction – Site Contact Person Responsibilities

- 12.1 All Contractors and Visitors shall nominate a *Site Contact Person*. This would normally be the Territory Generation person responsible for organising the job or site visit.
- 12.2 The nominated *Site Contact Person* has specific obligations in ensuring that all people under their responsibility are appropriately inducted.

- 12.3 The *Site Induction Checklist* – Attachment 3 shall be used to demonstrate all induction obligations have been met and shall be completed by the Site Contact Person.
- 12.4 If the nominated *Site Contact Person* is not on site for a person’s first site visit they shall inform relevant site personnel and make arrangements that a suitable person is available to manage any required site and task orientation etc. on their behalf.
- 12.5 Site personnel have the right to refuse site access or to reject password applications if they have not been informed, advised and agreed on assuming a role in managing contractors and visitors; with the relevant *Site Contact Person*.

13 Site Induction process

- 13.1 Person applies for Password for their first site induction via the Territory Generation induction portal <https://www.rapidinduct.com.au/powerwater/inductees/login.aspx>



- a) Person clicks on “*I need to apply for a password for my first site induction*” and completes all required fields including nominating at least one site contact persons who is then emailed to approve the password issue.
- b) Password issue is approved by appropriate nominated site contact and the person receives an email confirming this with the password
- c) Person goes back to the Territory Generation induction portal and clicks on “I have a password and I need to complete an induction” enters password and completes ALL active courses
- d) For a visitor – there will be one active course to complete for the specific site they have applied to visit
- e) For a contractor - there will be a minimum of two active courses to complete: a Contractor level 2 General and a Level 2 contractor site specific.
- f) Person completes all active courses, progresses through each course and completes all sections/modules right through to the end of each – at which time they will be advised of successful completion and asked to print out a certificate of completion

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- g) Person brings certificate(s) of completion for all completed course(s) out to site with them on their first site visit and gives these to either Security (CIPS/WPS & OSPS sites only) or directly to their nominated site contact person (all other sites)
 - h) Security issues ID passes and calls nominated site contact to escort persons to the stores location; OR nominated site contact issues ID pass and escorts to work area etc.
- 13.2 If an induction has been completed previously the same (original) password shall be used to apply for any additional site inductions required. Click on "I need to complete an additional induction"
- 13.3 For contractors - if an additional site is required and they have already completed the Generic contractor level 2 and this is still current - they will only need to complete the Level 2 Contractor course for the specific site they are attending.
- 13.4 For all Level 2 Contractor inductions x 2 site contact persons shall be nominated and one of these shall be the site contact person who will be on site at the time of the first scheduled site visit.

14 Attachment 1: New Employee Pre employment Checklist

TERRITORY GENERATION NEW EMPLOYEE CHECKLIST	Pre-employment
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Employee Name:	Date of commencement:
Position title:	Position number:
Site:	Line Manager Name:

COMPLETION INSTRUCTIONS
Line Manager to complete

CHECKLIST ✓	Comments
<input type="checkbox"/> Recruitment activity finalized and required documentation approved and submitted to the HR Business Partner for processing e.g. Selection Assessment report, Staff Transfer form	
<input type="checkbox"/> DCIS Recruitment file returned to Recruitment	
<input type="checkbox"/> Recruitment advised via e-mail of start date and applicable allowances	
<input type="checkbox"/> Relocation arranged for employee (if applicable).	
<input type="checkbox"/> Recruitment arranged a Pre-Employment medical (if applicable)	
<input type="checkbox"/> Recruitment advised if an AGS number is required urgently in order to arrange security card and IT access	
<input type="checkbox"/> Checked with Recruitment if Pre-Employment medical results received (if applicable)	
<input type="checkbox"/> Personal Assistant advised of the new starter details including start date and location	
<input type="checkbox"/> Desk and stationery arranged (if applicable)	
<input type="checkbox"/> Computer and IT access to required programs, email address arranged (use online IT Request Form)	
<input type="checkbox"/> Desk phone arranged (use online FJT) if applicable	
<input type="checkbox"/> Work Mobile (if applicable) arranged (use online FJT)	
<input type="checkbox"/> Business cards (if applicable) arranged (use online FJT)	
<input type="checkbox"/> Security ID arranged (use online FJT – by completing ‘request for ID Card’ form)	
<input type="checkbox"/> Vehicle arranged (if applicable) (e-mail to Facilities coordinator)	
<input type="checkbox"/> Key contact for first couple of weeks identified for new employee	

<input type="checkbox"/> New starter advised of arrangements for first day i.e. where to go, who to ask for, contact details of person and time	
<input type="checkbox"/> Meeting invitations sent to CEO and other relevant managers/work colleagues where applicable for introductory meetings	
<input type="checkbox"/> Welcome email (once email account is set up) to new employee sent together with a copy of the job description for their position	
<input type="checkbox"/> Invitations for relevant meetings sent	
<input type="checkbox"/> Employee scheduled to attend IT Systems training (email Training Specialist)	
<input type="checkbox"/> Other:	
NOTES:	
Date Completed	
Employee Signature	
Line Manager Signature	

15 Attachment 2: New Employee Checklists – Post employment

TERRITORY GENERATION NEW EMPLOYEE CHECKLIST	Day 1
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Employee Name:	Date of commencement:
Position title:	Position number:
Site:	Line Manager Name:

COMPLETION INSTRUCTIONS
To be completed by employee with assistance of Line Manager

CHECKLIST ✓	Comments
<input type="checkbox"/> Contract/letter of offer signed and all commencement paperwork returned to DCIS Recruitment e.g. tax file number, birth certificate, superannuation details etc.	
<input type="checkbox"/> Shown my desk/workstation/computer	
<input type="checkbox"/> Introduced to my immediate work colleagues and shown around work area	
<input type="checkbox"/> Received a corporate log in and e-mail address	
<input type="checkbox"/> Have access to the organisations Intranet to browse	
<input type="checkbox"/> Completed site on line employee induction	
<input type="checkbox"/> Completed on line hearing conservation course (if applicable)	
<input type="checkbox"/> Discussed start/finish/break times and protocols for leaving the workplace during working hours	
<input type="checkbox"/> Discussed who to contact in the event of not being able to attend work or being late	
<input type="checkbox"/> Received security ID and shown how to access/exit the site/building, approved entrances, including after-hours access/procedures, car parking/lifts etc.	
<input type="checkbox"/> Been advised of site/building security contacts, including after-hours contacts	
<input type="checkbox"/> PPE required for position ordered/provided including instruction for use	
<input type="checkbox"/> Advised of dress standards and corporate uniform ordered, if applicable	
<input type="checkbox"/> Made aware of emergency exit points, fire drill, evacuation procedures and alarms in my work area	
<input type="checkbox"/> Made aware of location of fire extinguishers in my work area	
<input type="checkbox"/> Advised who the Health and Safety Consultant is and how to contact them	

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<input type="checkbox"/> Advised who the First Aid representative(s) for my work location are	
<input type="checkbox"/> Shown location of toilet amenities, first aid boxes, notice boards, lunch rooms and water fountains etc.	
<input type="checkbox"/> Shown location of photocopiers and other office equipment including stationery supplies	
<input type="checkbox"/> Advised of desk telephone number, shown how to operate, protocols regarding answering/messages and advised of policy regarding usage	
<input type="checkbox"/> Given my work mobile (if applicable); shown how to operate and advised of policy regarding usage	
<input type="checkbox"/> Given a key contact telephone list for organisation	
<input type="checkbox"/> Received business cards (if applicable)	
<input type="checkbox"/> Advised of vehicle policy (if applicable) – pool car, hire cars, home garaging	
<input type="checkbox"/> Given general overview of the organisation and advised of location of other sites in local area	
<input type="checkbox"/> NT Government switchboard has been advised of new starter and contact details	
<input type="checkbox"/> Other:	
NOTES:	
Date Completed	
Employee Signature	
Line Manager Signature	

TERRITORY GENERATION NEW EMPLOYEE CHECKLIST	End of Week 1
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Employee Name:	Date of commencement:
Position title:	Position number:
Site:	Line Manager Name:

COMPLETION INSTRUCTIONS
To be completed by employee with assistance of Line Manager

CHECKLIST ✓	Comments
<input type="checkbox"/> Been introduced to the HR Business Partner	
<input type="checkbox"/> HR Induction session with HR Business Partner is scheduled (for managers/supervisors only)	
<input type="checkbox"/> Read and understood the Statement of Corporate Intent (SCI)	
<input type="checkbox"/> Read and understood the Code of Conduct	
<input type="checkbox"/> Read and understood the Information Communication and Technology Usage Procedure and signed user agreement	
<input type="checkbox"/> Read and understood the Bullying and Harassment Policy	
<input type="checkbox"/> Read and understood Environment, Quality, Health and Safety Policies and Safety Principles	
<input type="checkbox"/> Shown how to access the organisations document Database & Organisational Chart	
<input type="checkbox"/> Advised of records management procedures and given details of my Employee Entitlements folder in TRIM	
<input type="checkbox"/> Advised of role of DCIS and overview of website	
<input type="checkbox"/> Read and understood Conditions of Employment as shown on intranet	
<input type="checkbox"/> Advised of and able to access the Enterprise Agreement on intranet	
<input type="checkbox"/> Have been given access to all computer packages related to my position	
<input type="checkbox"/> Shown how to access My HR, how to apply for leave and view my pay details (HR Business Partner can assist with this)	
<input type="checkbox"/> Discussed and understand the probation process (applicable only to permanent employees new to the organisation and NTPS)	
<input type="checkbox"/> Discussed the performance review process that is applicable to	

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me (MyPlan) and my Line manager and I have set a time to establish relevant targets and objectives	
<input type="checkbox"/> Received all relevant PPE required for position	
<input type="checkbox"/> Processes regarding Safe Act Observations (SAO), Workplace Inspections and JSEA have been explained and understood	
<input type="checkbox"/> Have been made aware of and understood procedures applicable to an emergency situation and my role in an emergency	
<input type="checkbox"/> Discussed procedure for reporting incidents, hazards and requirement for safety training (if applicable)	
<input type="checkbox"/> Made aware of, shown how to access on intranet, read and understood Human Resource delegations (Managers and Supervisors only)	
<input type="checkbox"/> Made aware of, shown how to access on intranet, read and understood Financial delegations	
<input type="checkbox"/> Made aware of corporate templates and forms and shown how to access on intranet	
<input type="checkbox"/> Advised of petty cash and purchasing protocols	
<input type="checkbox"/> Advised of how to book equipment, meeting rooms etc. in Outlook	
<input type="checkbox"/> Made aware of how and who to contact for computer support	
<input type="checkbox"/> Advised of travel policy and arrangements (including travel to Remote areas)	
<input type="checkbox"/> Advised of details of Employee Assistance Program	
<input type="checkbox"/> Advised of requirements regarding outside employment	
<input type="checkbox"/> Advised of procedure regarding timesheets / flexi-time (if applicable)	
<input type="checkbox"/> Advised of procedure regarding incoming/outgoing post	
<input type="checkbox"/> Other:	
NOTES:	
Date Completed	
Employee Signature	
Line Manager Signature	

TERRITORY GENERATION NEW EMPLOYEE CHECKLIST	End of Month 1
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Employee Name:	Date of commencement:
Position title:	Position number:
Site:	Line Manager Name:

COMPLETION INSTRUCTIONS
To be completed by employee with assistance of Line Manager

CHECKLIST✓	Comments
<input type="checkbox"/> Completed HR Induction session with HR Business Partner (for managers/supervisors only)	
<input type="checkbox"/> Performance review plan that is applicable to me (MyPlan) has been agreed upon and saved in TRIM	
<input type="checkbox"/> Base line audiometric assessment completed (operational roles only)	
<input type="checkbox"/> Follow-up meeting held with Line Manager to check on progress	
<input type="checkbox"/> Other:	
NOTES:	
Date Completed	
Employee Signature	
Line Manager Signature	



TERRITORY GENERATION NEW EMPLOYEE CHECKLIST	End of Month 3
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Employee Name:	Date of commencement:
Position title:	Position number:
Site:	Line Manager Name:

COMPLETION INSTRUCTIONS
To be completed by employee with assistance of Line Manager

CHECKLIST ✓	Comments
<input type="checkbox"/> Probation review and report has been completed, signed by CEO and submitted to HR Business Partner for processing	
<input type="checkbox"/> MyPlan has been implemented and first review carried out	
<input type="checkbox"/> Other:	
NOTES:	
Date Completed	
Employee Signature	
Line Manager Signature	

16 Attachment 3: Site Induction Checklist

COMPLETION INSTRUCTIONS
<ul style="list-style-type: none"> This SITE INDUCTION CHECKLIST shall be completed by the SITE CONTACT PERSON on the contractor/sub-contractor/visitors' FIRST VISIT to a site in order to demonstrate all induction safety obligations have been met. It may be used on subsequent site visits as required. Completed checklists shall be saved by the Site Contact Person in TRIM TGF2015/779 as evidence this process has been conducted.

CHECKLIST	Yes	N/A
The appropriate level of on-line Induction, has been completed		
AAR on line training has been completed, if applicable		
AAR authorisations have been checked on the Authorisations database and are appropriate, if applicable		
A valid White Card (Construction induction card) has been viewed , uploaded into Rapid Induct and verified; (Only applicable to Contractors conducting "hands on" work)		
Where high risk work is to be conducted relevant high risk licences have been viewed, uploaded into Rapid Induct and verified		
Site dress code and any relevant PPE requirements has been communicated and complied with		
Site orientation has been conducted including location of amenities, first aid, smoking areas, evacuation assembly points etc.		
Task/job specific orientation has been conducted, if applicable		
An appropriate level of monitoring/supervision has been agreed to		
Visitors are aware that they shall be escorted AT ALL TIMES in operational areas		
Specific Territory Generation procedures that may apply have been discussed/provided, where applicable		
Persons conducting work activities understand the requirement to use a task based risk assessment process such as JSEA or SWMS. Education in the use of Territory Generation's JSEA has been provided, if applicable.		
Principal Contractor/contractor supervisor has been made aware of their sub-contractor WHS obligations, if applicable		
Contact details of the Site Contact Person have been provided		
Equipment bought on site is Certified/compliant including electrical test and tag etc., where applicable		
Chemicals bought on site have an Safety Data Sheet and safe chemical transport , storage, use and disposal requirements have been discussed, if applicable		
The requirement to immediately report any incidents/injuries to the Site Contact Person and /or their delegate has been clearly communicated.		
NOTES:		

Site Contact Person

I _____ confirm I have completed the above checklist with the Contractor/Visitor named below.

Signature: _____ Site: _____ Date: _____

Contractor/Visitor

I _____ confirm the Site Contact Person named above has completed the above checklist & I understand & agree to abide by all requirements while on this site.

Signature: _____ Site: _____ Date: _____