

Procedure: Induction Checklist



Purpose

Checklist for induction of new CAA employees. The docs highlighted in green shall be ready at the appropriate time.

PRIOR TO EMPLOYEE STARTING WORK

The direct supervisor of the employee must:

- Inform employee where, when and who to report to
- Provide **Position Description** and **work conditions**
- Have relevant PPE ready to issue for commencement of employment
- Provide new staff member with Management Manual, so that they have an overview of the systems in place at CAA and an understanding of Manufacturing, Safety and Environmental Policies and Objectives.

The following documents are required prior to commencement of employment:

- Employment Contract/Letter of Engagement** (accepted and signed)
- Tax File Number Declaration form** (completed and signed)
- Superannuation Choice form** (completed and signed)
- Bank Account details
- Emergency contact details
- Copy of any licences relevant to the job (eg forklift/vehicle licence)
- Provide details of the applicable award

ON FIRST DAY (OR SOON AFTER)

Ensure staff member is made to feel welcome, well informed and equipped to do the job.

- Introduce new employee to other staff
- Tour factory, office, kitchen, toilets and provide a locker
- Summarise brief history of CAA
- Discuss work hours, smoko and lunch break times
- Register details in finger print scanner
- Discuss payment method and pay frequency
- Discuss communication if sick or running late
- Discuss process for applying for leave
- Order safety boots and any other specific safety equipment requirements
- Walk through the employee's key tasks, highlight safe work practices and PPE requirements. Highlight hazards and potential risks associated with the position. Highlight the importance of removing themselves from a work situation that they consider dangerous. Discuss the potential consequences of not doing so.
- Run through the **Management Manual** and **Procedures** relevant to the position + the location of these documents on www.anodesonline.com.au/2020/
- Highlight performance and behavioural expectations (see **WHS Policies & Procedures**).
- Highlight and run through the **Emergency Plan**.
- Highlight awareness of CAA's compliance to ISO 9001, ISO 45001 & ISO 14001 + what it means. Discuss importance in terms of injury prevention, minimising environmental impacts and continual improvement of manufacturing processes. Discuss the implications/consequences of not meeting these requirements.
- Ensure that the employee has completed and signed an "**Employee Skills/Training Document**" to acknowledge their skill set, training needs and OHS and Environmental expectations.

Supervisor (Name + Sign + Date)	New Employee (Name + Sign + Date)
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END OF DOCUMENT

Issued by: BL	Last reviewed: 10OCT23	NOTE: This document is no longer current once it is printed. The version on the server is the most current version.	Page 1
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