Attachment 8

BUNBURY - HARVEY
Regional Council
WASTE DISPOSAL AUTHORITY
Established 1st January 1990

Work Procedure / Instruction
Procedure number: QMS002 v1
Induction

Objectives:
To outline the processes that is required to induct existing, new staff members, contractors and visitors undertaking duties for or on a Bunbury Harvey Regional Council (BHRC) facility.

Definitions:

Existing Staff Member	A person who is currently employed by BHRC
Fixed term Staff Member	A staff member employed for a specified term. The fixed term contract of employment will specify a start and finish date when the term of the employment shall expire. Fixed-term employment may be on a full time basis or a fractional part-time/ casual basis.
New Staff Member	A person who has not previously been employed by the BHRC and holds a new contract of employment.
Supervisor	A staff member that has supervisory responsibility for other staff members work.
Contractor	A person that comes onto a BHRC site to do paid work.
Visitor	Anyone that comes to site that is not directly employed by BHRC or a contractor to do paid work. This includes government inspectors and tour participants. This also includes general public that are required to come to site to dispose of refuge.

Procedure:

Inductions remain valid for a period of two (2) years.

Existing Staff Members:

- Existing staff members are required to undertake the Induction and complete the relevant questionnaire as soon as is practicable.
- Completed questionnaire to be signed and dated and given to the supervisor for forwarding onto Administration.

New Staff (Full time, part time, casual or fixed term)

Prior to commencing work duties on day one, all new staff members are required to:

- View the Induction presentation under the supervision of their supervisor
- Completed the relevant questionnaire, which needs to be filled out with
  - Name
  - Contact Information
  - Employer
  - Date
- All completed questionnaires need to be handed to the supervisor for checking accuracy.
- Any discrepancies are to be discussed and changes made once instructions are clear.
- The questionnaire form needs to then be signed by both the new staff member and the Supervisor

Supervisor will then:

- Introduce new employees to existing staff

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- Advise location of amenities and facilities such as:
    - Lunch room
    - Bathroom
    - First Aid facilities
- Conduct a site tour
- Discuss roles and responsibilities of staff
- Advise location of relevant policies and procedures

Completed questionnaires are to be forwarded to the Administration staff to add to the Induction Register.

Contractors
Prior to commencing work duties, all contractors must:

- Sign in
- View the induction presentation and complete the questionnaire
- All completed questionnaires need to be handed to the supervisor for checking accuracy.
- Any discrepancies are to be discussed and changes made once instructions are clear.
- The questionnaire form needs to then be signed by both the contractor and the Supervisor

Supervisor will then confirm location the contractor needs to be.

Completed questionnaires are to be forwarded to the Administration staff to add to the Induction Register.

Visitors
Visitors to the site are not required to sit the formal induction presentation and complete the questionnaire.
Supervisors are required to advise all visitors of:

- Muster points in case of an emergency
- Emergency notification sirens
- Evacuation procedures
- Traffic management in the area that they will need to be

Once an induction has been completed, all inducted personnel are allowed to carry out their duties following site rules, policies and procedures.

Administration
All completed induction papers to be checked prior to adding to the site specific Induction Register, which is to be printed on a monthly basis for each site. Once the register is updated, paperwork is to be filed alphabetically in the site specific files that are kept in the administration building.

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First Adopted:
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