**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

**Disclaimer**

**IMPORTANT:** The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

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**Purpose and Scope**

***(insert company name)*** is committed to ensuring that all workers are appropriately inducted to enable them to perform their duties in a manner that meets expectations and protects them from injury and risks to health and wellbeing whilst at work.

***(insert company name)*** recognises that workers gain greater job satisfaction and can operate more effectively when they can see how their position fits into an organisational context and contributes to Company goals. As a Person Conducting a Business or Undertaking (PCBU), ***(insert company name)*** has an obligation to provide information, training and instruction to new workers.

New workers and workers who are transferred to a new role will be provided with the information, training and instruction, required to succeed and develop in their new role. ***(insert company name)*** therefore provides all new workers with a thorough and systematic introduction to the Company and their colleagues, along with an overview of any relevant Health and Safety requirements, Code of Conduct, Codes of Practice and any other operating requirements.

This Policy applies to all new workers, including casual employees, visitors and contractors.

**Responsibilities**

***(insert company name)*** undertakes to ensure that information, training and instruction is provided in a form and language which the individual worker can understand and is suitable for his / her background and level of knowledge and skill.

Training will be designed to ensure that workers can gain the appropriate competencies in a timely manner to fulfil their role and minimise their exposure to risks.

It is the responsibility of each Manager to ensure that all new workers are provided with the necessary information, training and instruction so that they can perform in their respective positions safely and effectively. ***(insert company name)*** Managers shall ensure the Company Induction Procedures are followed.

At the conclusion of the induction process, the new worker should:

* Have a genuine perception that they are a welcome addition to ***(insert company name)***;
* Have a sound understanding of their role within ***(insert company name)***;
* Understand the requirements of their position;
* Have a clear understanding of all conditions of their employment; and
* Have an understanding of ***(insert company name)*** Policies and Procedures and Code of Conduct.

Additionally, new workers have a responsibility to ensure that they:

* Read all documentation issued – in particular the ***(insert company name)*** Policies and Procedures and Code of Conduct;
* Sign all relevant documentation;
* Ask questions and seek clarification if any aspect of the induction process in unclear; and
* Maintain the required performance standards of the position.

Management seeks cooperation from all workers in achieving our Health and Safety objectives and creating a safe work environment.

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***(insert role of most senior person)***

Dated: / / Review Date: / /