



**Mining & Quarrying**  
OCCUPATIONAL HEALTH &  
SAFETY COMMITTEE

# Workplace Induction Guide

Promoting Work Health and Safety in the Workplace

# 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).

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# Workplace Induction Guide

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## AIM

The aim of the guidance material is to assist mines and quarries to:

1. Understand the legislative requirement to induct and train new workers;
2. Identify who should receive a safety induction program;
3. Identify what should be included in a safety induction program; and
4. Develop a safety induction program.

## Forward

A worker's experiences in the first few days or weeks will shape their attitudes towards their work, fellow workers and the company.

Workplace Inductions provide the person conducting a business or undertaking (PCBU's) with an opportunity to influence a new worker's attitude towards the company and their work through the provision of information, training and supervision.

It will assist workers to perform their job safely, particularly in the first twelve months when they are most at risk of injury.

## 1. Introduction

Induction is much more than having a one-hour chat, completing a few administrative forms and being introduced to fellow workers. The induction and on the job training process should occur over a period of weeks or months. The time spent inducting and training a worker on safe work procedures and practices will result in a safe and productive workforce with fewer incidents and injuries.

Induction training aims to provide persons with:

- A basic knowledge of Work Health and Safety (WHS) legislative requirements
- Site-specific hazards
- Principles of risk management
- Systems for prevention of injury and illness whilst working in the mining industry

There may be several levels of induction, such as site inductions, area specific inductions, contractor inductions and visitor inductions.

## 2. Legislative requirements

Section 19 (Primary duty of care) of the South Australian WHS Act 2012, states:

- 1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of—
  - a) workers engaged, or caused to be engaged by the person; and
  - b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- 3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable—
  - e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the Act; and
    - ensuring the provision of training and instruction to workers about work health and safety.

The requirements of this primary duty of care are expanded upon further in the South Australian WHS Regulations 2012.

Regulation 39 (Provision of information, training and instruction) of the South Australian WHS Regulations 2012 states:

- 1) This regulation applies for the purposes of section 19 of the Act to a person conducting a business or undertaking.

- 2) The person must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to—
  - a) the nature of the work carried out by the worker; and
  - b) the nature of the risks associated with the work at the time the information, training or instruction is provided; and
  - c) the control measures implemented.
- 3) The person must ensure, so far as is reasonably practicable, that the information, training and instruction provided to a worker is provided in a way that is readily understandable by any person to whom it is provided.

Further to regulation 39, there are additional information and training requirements for “mines” detailed in Chapter 10 (Mines) of the WHS Regulations 2012.

Regulation 675A (Duty to inform workers about safety management system) of the South Australian WHS Regulations states:

- 1) The mine operator of a mine must ensure that, before a worker commences work at the mine—
  - a) the worker is given a summary of the safety management system for the mine that is relevant to the worker's work at the mine; and
  - b) the worker is informed of the right to see the documented safety management system for the mine.

Regulation 675B (Duty to provide information, training and instruction) of the South Australian WHS Regulations states:

- 1) This regulation applies in addition to regulation 39.
- 2) The mine operator of a mine must ensure that each worker at the mine is provided with suitable and adequate information, training and instruction in relation to the following:
  - a) all hazards associated with the work being carried out by the worker;  
**Note:** *This is inclusive of principal mining hazards.*
  - b) the implementation of risk control measures relating to the work being carried out by the worker, including controls in relation to fatigue, the consumption of alcohol and the use of drugs;  
**Note:** *This is inclusive of principal mining hazard management plans.*
  - c) the content and implementation of the safety management system for the mine;
  - d) the emergency plan for the mine;
  - e) the safety role for workers implemented under regulation 675Q.

Regulation 675C (Information for visitors) of the South Australian WHS Regulations states:

- 1) The mine operator of a mine must ensure that a visitor who enters the mine with the authority of the mining operator is, as soon as practicable—

- a) informed about risks associated with mining operations to which the visitor may be exposed at the mine; and
- b) instructed in health and safety precautions the visitor should take at the mine; and
- c) instructed in the actions the visitor should take if the emergency plan for the mine is implemented while the visitor is at the mine.

Regulation 675D (Review of information, training and instruction) of the South Australian WHS Regulations states:

- 1) The mine operator of a mine must ensure that information, training and instruction provided to workers under regulations 675A and 675B or to visitors under regulation 675C are reviewed and as necessary revised to ensure that they remain relevant and effective.

Regulation 675E (Record of training) of the South Australian WHS Regulations states:

- 1) The mine operator of a mine must—
  - a) make a record of any training provided to a worker under regulation 675B; and
  - b) keep the record while the worker remains engaged at the mine.

### 3. Site inductions

Site inductions must be developed to ensure appropriate WHS information and obligations are provided to and understood by all workers prior to commencing work.

Induction requirements should be determined using information sourced from:

- Legislative requirements
- Site-specific competency and training needs analysis (TNA)
- Risk management processes
- Relevant training package
- Changes to site (e.g. change in traffic management)
- The WHS management system
- Standards applicable to the site

All site inductions should contain an assessment to ensure required knowledge has been retained by the worker.

It is important to review the site's induction regularly to determine if information is still relevant. Overloading the site induction with other courses that should stand alone may prevent workers from retaining important safety information.

Site inductions should comprise a formal training program that provides workers with an understanding of, but not limited to:

- The obligations of PCBU's and worker's including duty of care under the WHS Act 2012 and the WHS Regulations 2012;
- Organisational Structure

- The Safety Management System;
- Company policies and their location;
- Types of work and processes conducted on-site;
- The type of work that will be carried out by the worker/s;
- The types of plant and equipment used on-site;
- Common hazards and risks on the site and their control measures;
- Principal mining hazards and principal mining hazard management plans;
- The safety role for workers in relation to principal mining hazards;
- Basic risk management principles and tools used on site;
- Emergency contact numbers and emergency plans;
- The site layout including emergency assembly points;
- Reporting processes including hazards, incidents, accidents and injuries;
- The standard of behavior expected of workers on mine sites;
- WHS communication and reporting procedures; and
- Roles and functions of Health and Safety Representatives and the Health and Safety Committee;

When deciding how to present the induction, also consider the literacy levels, cognitive load and interest in the subject matter.

Providing pages of text that is too legalistic or technical, and then asking inductees to read it and sign off as having understood the content is unlikely to achieve the aims of the induction, which is to prepare people for the workplace.

Inductions should be completed by relevant persons who work at a mine, including site managers and supervisors, employees, self-employed persons, labour hire personnel and contractors.

#### 4. Area-specific inductions

Area specific inductions are conducted to inform the worker/s of specific area hazards and the controls that should be in place prior to commencing tasks. Items that should be included in an area induction are:

- Layout of work area and/or plant;
- Emergency personnel;
- Emergency assembly points and evacuation procedures;
- Personal protective equipment and facilities;
- First aid Personnel and facilities;
- Firefighting equipment for the area;

- Ablution block and crib facilities; and
- Area specific hazards and controls.

## 5. Visitor inductions

Visitor inductions are conducted to inform visitors of what is expected of them while on site. It may include limitations and the rules for tasks being performed, and requirements for a site escort.

Inductions should also describe the emergency procedure in the event of emergency and where evacuation points are located.

**Note:** *Additional information and templates for visitor and contractor inductions is available in the MAQOHSC Contractor and Visitor Management Guide.*

## ADDITIONAL RESOURCES

MAQOHSC has a suite of tools and templates to assist in the development and implementation of your site specific induction requirements.

- Induction Policy Template;
- Induction Procedure Template;
- Induction Manual Template;
- Induction and Orientation Checklist; and
- Induction Questionnaire Template.

## FURTHER ASSISTANCE

MAQOHSC Work Health and Safety Specialists are available to provide further advice and assistance on all Work Health and Safety matters.

MAQOHSC Work Health and Safety Specialists are able to be contacted via our website at [www.maqohsc.sa.gov.au](http://www.maqohsc.sa.gov.au) or [maqohsc@sa.gov.au](mailto:maqohsc@sa.gov.au).

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