

**NEW EMPLOYEE INDUCTION PROCEDURE**

<b>Surname:</b>	<b>Given name(s)</b>	<b>M / F</b>	<b>Title:</b>
<b>Position or role:</b>		<b>Date of commencement:</b>	
<b>Person conducting induction:</b>		<b>Date induction completed:</b>	
<b>Company policies and procedures</b> (person carrying out induction to tick when each topic is done)			
ASSA handbook induction completed, inductee has signed and dated all relevant topics as understood (Web based induction)			
Business ethics, Conflict of interest			
Business travel and use of company vehicles (or use of own, including reimbursement)			
Drugs and alcohol use, fitness for work			
Hours of work, overtime expectations and arrangements			
How to report or record an absence; applying for leave			
Payroll arrangements (including account details for direct debit of pay; advances, garnishees)			
Recycling, energy and water use			
Training and development opportunities and options, company expectations and support			
What steps to take if the person feels that they are being harassed or bullied, and who they can talk to.			
<b>Information that should be given or shown</b> (person carrying out induction to tick when each topic is done)			
A copy of the Fair Work Information Statement			
Health and safety induction, workplace hazards and safety rules			
Identity of their health and safety representative (if applicable)			
Staff contact list and organisation chart.			
Introduce to management, safety and/or union representative, HR staff			
Copies of any marketing materials, brochures, company website, etc.			
Emergency procedures, alarms, evacuation routes and assembly areas			
Fire extinguishers and hose reels			
First aid (location of first aid kits or facility), first aiders			
Procedures for reporting of incidents, injuries and hazards			
How to use the security or building access system, after-hours access			
Instructions and passwords for computer network, IT support and helpdesk			

Public transport, car parking, bike storage		
Smoking restrictions, designated smoking areas, smoking breaks		
Kitchens, dining and eating areas, drinking water, food storage		
Toilets, showers and change rooms, rest room		
Stock and supplies (e.g., stationery, office supplies), ordering procedures		
Tools, equipment and materials		
Useful local information (Post Office, banks, takeaways and cafes, etc.)		
Introduction to work area and work colleagues		
<b>Other information not included above</b>		
<b>Comments</b>		
Person conducting induction:	Signature:	Date: