

Induction Policy

1. Purpose

Inala Community House (ICH) is committed to inducting all workers into the organisation and orienting them to the workplace. This is to ensure that they have a smooth integration into their role, the team, and the organisation, and are equipped to fulfil their responsibilities.

Induction programs seek to enable new workers to be fully conversant about the organisation, its culture and the requirements of the role. ICH is committed to ensuring that all newly appointed workers receive a timely induction that is appropriate to both the organisation and the individual's needs. Workers that are transferring, relieving or returning after an extended absence will complete an induction, or the appropriate elements of an induction, which reacquaints them with the organisation and its policies and practice, the role and the work environment.

2. Scope

This includes Board members, staff, contractors, students, trainees and volunteers. For the purposes of this policy, these persons shall be referred to as workers.

3. Definitions

Induction: refers to the process of assisting a worker to adapt to a new work situation and providing them with the initial information they require to contribute effectively to the work environment. It is primarily intended to welcome new workers to the organisation and ensure they have a working knowledge of their duties and responsibilities, and to indicate where they access further information. It is also used for workers in a new role or work environment, or those returning after an extended absence. Fundamentally, induction equips workers to be able to perform tasks within their role in alignment with organisational policy, procedure and models of practice.

4. Policy

Appropriate inductions should be given for new, transferred or relieving workers and those returning after extended absences. Induction involves all workers whether permanent, temporary, casual and part-time staff from entry level to senior management. Inductions are an important process which reduces a worker's anxiety about starting in a new work situation or environment.

The content of an induction process will be tailored based on factors such as the type of worker, the work to be undertaken, their existing skills and abilities. The following areas are covered in the induction process:

- Information about ICH
- Information about the work – this includes any duties and responsibilities
- Conditions of employment – for staff
- Policies and procedures
- The work environment
- Health and safety requirements

- Any other relevant information

ICH has two levels of induction which facilitate a consistent and thorough transition for new workers. The organisation induction provides an overview of the organisation. This induction advises them of the purpose and values of the organisation, significant policies and procedures, and other services and resources that may be of use to the worker. This shall include organisational workplace health and safety information such as reporting hazards, incident reporting, bullying and sexual harassment.

The local induction is conducted by the Service Manager or another appointed person. The local induction shall cover:

- The requirements of the role
- Training and development
- Supervision
- Workplace health and safety information specific to the activities the worker will be undertaking and the environment upon which they will be located
- The work environment
- Client rights and protection including protection from harm, abuse, neglect and exploitation (where appropriate)
- Service specific policies and procedures
- Relevant legislation or service agreement obligations
- Other relevant information (for example role or task expectations that are not guided by policy or procedures)

As part of the local induction, a mentor (a more experienced, qualified or senior level person) shall be assigned to assist the new worker where appropriate. The mentor will assist the new worker by providing support and advice.

To assist those responsible for the induction process, an induction checklist will be used. The induction process will seek to ensure that the worker can work safely and represent the organisation effectively in the performance of their duties.

For contractors engaged in service delivery, they must participate in an induction which addresses relevant topics including:

- Agreeing to abide by the ICH Code of Conduct and Confidentiality policies
- Acquiring any required screening checks
- Completing any mandatory training
- Any other item as relevant

4.1 Responsibilities

The Board and CEO will:

- Ensure that there are appropriate systems in place regarding appropriate inductions for workers

Managers and Supervisors will:

- Implement appropriate inductions within the Service
- Ensure that all workers have received appropriate inductions
- Submit completed induction forms to Human Resources for filing

Workers will:

- Actively participate in and complete the induction process

5. Review

This policy shall be reviewed every 3 years.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

6. Related Documents

Policies

ICH Recruitment Policy

ICH Suitability Policy

ICH Workplace Health and Safety Policy

References

Work Health and Safety Act 2011

Fair Work Act 2009