



## **INDUCTION AND TRAINING POLICY**

### All Ability Yoga

Our organisation is committed to providing a safe and healthy work environment for all employees. It is the policy of this organisation to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees.

A requirement of our organisation is that all employees and subcontractors are to be formally inducted prior to commencing work.

Inductions are to involve a formal induction conducted by a representative of our organisation, followed by site induction conducted by the Principal Contractor of that worksite.

Subcontractor must have completed the Workplace Health and Safety Agreement with us prior to Induction commencing.

Subcontractors must have the appropriate insurances and supply their own Personal Protective Equipment (PPE).

Induction training of subcontractors is to be renewed every twelve months.

It is the responsibility of management to ensure that the induction procedures are periodically reviewed to ensure that they are up to date and relevant to the current Operations.

We shall ensure that all persons are trained and competent in the use of any machines or plant that they are required to operate while in our employment or are our subcontractors.

Training of our employees shall be an ongoing process. A training matrix is to be kept up to date and training organised if an employee requires training in order to efficiently perform their duties or they are required to do so under legislation.

Employees and subcontractors are required to notify their supervisor, who will in turn notify our management as soon as possible, if they have any of their qualifications disqualified for any reason.

## **INDUCTION PROCEDURE**

### PURPOSE

The purpose of this procedure is to provide employees and contractors with a standard induction, informing them of general Workplace Health and Safety issues and procedures for their safety at work.

### DEFINITIONS

**Induction** - Training undertaken by the All Ability Yoga is to ensure employees are aware of procedures for Workplace Health and Safety within the organisation and while working at the facility.

### RESPONSIBILITIES

The WHS Coordinator is responsible for administering the induction program for individual employees, and for recording this information on an employee's Induction Checklist.

Employees are required to complete the induction program to the best of their ability and to sign off in acknowledgment of this.

The WHS Coordinator is responsible for informing management of any employee who is unable to successfully complete the induction program. It is the responsibility of management to decide upon action if an employee fails their induction.

Management is responsible for reviewing and revising the induction program on a yearly basis or as any legislative change is introduced.

### PROCEDURE

- Employees attend at the office at an allocated time. The WHS Coordinator explains the purpose of the induction, and then completes required paperwork. This includes explaining the WHS role and the consultation procedures for Workplace Health and Safety within the organisation.

- The WHS Coordinator will inform employees that they will be given a tour of the facility and an explanation of safety procedures. The inductee/s will also be provided with a copy the Workplace Health and Safety Handbook.
- Employee signs their Induction Checklist, acknowledging that they have been informed of their safety representative, the methods of communication and safety.