

INDUCTION

Approved: Brad Fish
Chief Executive Officer

Date: 18 / 2 / 2004

PURPOSE:

To ensure that Corporation employees are informed fully of systems and issues, use safe and effective work practices and can function effectively in their role in the organisation to improve business outcomes.

POLICY FRAMEWORK:

The Corporation fulfils its role within a variety of legal and policy requirements which must be understood by employees. Further, the Corporation has developed a number of internal systems. Compliance with these systems is vital to the effective operation of the Corporation. Induction is a key tool in corporate governance. These requirements must be quickly and effectively conveyed to employees in a structured manner.

APPLICATION:

This policy applies to all Corporation employees and as required by people acting on behalf of the Corporation or working in Corporation work environments.

POLICY:

Induction is the process by which employees are introduced to and acquainted with their job and their workplace. It involves providing employees with the specific details of their terms of employment, safety and with general information about organisational policies, methods, procedures, duties, responsibilities and activities. This is a continuing process which also involves social orientation and job training where required.

The induction process is to be undertaken for every employee, all new employees and employees who are transferred to new roles and sites, or who may be acting in a new role. For safety and efficiency reasons, it is important that the induction process is carried out in a specific order and to designated timings (refer Attachment – Induction Process).

The supervisor has the responsibility of ensuring that standards of conduct and job performance of employees are effectively managed through regular monitoring, assessment and feedback. The employee's supervisor is responsible for inducting employees reporting to

them. The induction is an important part of the supervisory function and a tool to assist supervisors to manage employees effectively by ensuring that employees have received the required information to be able to operate productively and quickly in a new organisation or position.

The induction process is outlined in the attachment.

PROCEDURAL IMPLICATIONS:

SUNSET CLAUSE:

This policy should be reviewed by June 2008.

ATTACHMENT

Induction Process

Before the employee commences duty in that role:

The supervisor:

- arranges for the organisation of the work desk.
- arranges for the addition of the employee to office contacts lists and have it distributed to all employees.
- schedules a time for the employee to meet CEO and other senior management where possible.
- schedules any skills training required.

First Day:

The supervisor:

- using induction resources provided by Corporate Strategy conducts the initial induction process including the completion of any checklists required with the employee prior to the employee undertakes any duties of their position.
- coordinate workplace health and safety familiarisation.
- organises the arrangement of employee's ID card (if applicable).
- arranges for the employee to meet CEO and other senior management where possible.
- introduces employee to their work team (for northern staff, introduce employee to key positions in Brisbane by phone).
- provide a worksite familiarisation tour.

First Week:

The supervisor and employee to determine work objectives in line with performance plan (refer to PPR policy).

Supervisor to arrange a superannuation "interview" to outline superannuation options. For Head Office, the interview will take the form of a meeting with a QSuper representative. For Northern staff, it will be conducted with QSuper via telephone.

First 3 Months:

The supervisor and employee to review performance and performance plan objectives.

The supervisor to arrange Equal Employment Opportunity, Freedom of Information and Trade Practices Act training.

First 6 Months:

The supervisor and employee to review performance and performance plan objectives.

First Year:

The supervisor to:

- arrange for the employee to visit Head Office or at least one port (whichever is applicable as different to their usual workplace) to undertake defined work at that site.