	Document Title	Staff Induction Program		
	Doc. Number	ADM-PRO-013	Doc. Owner	General Manager
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by	Fiona Spillane	Approved by	Fiona Spillane
	Next Review Date	11/9/2025	Approved Date	11/9/2022

1. Document Statement

This document outlines the process of inducting staff members who are involved with the Training aspect of the company.

This procedure will apply to all positions involved in the training aspect of the company except for those individuals whose sole or relationship with the company is as being a Tutor; a separate induction program has been established for those individuals (ADM-PRO-012).

2. Scope

All individuals responsible for the onboarding and/or familiarizing new hires with Shorcontrol Safety.


3. Definitions

Term	Definition

4. Procedure

A. Phase I: Pre-Start Information and Documentation

- 4.1 Either the General Manager or the Department Manager in which the new hire will be working in is responsible for conducting the first portion of the Staff Induction Program.
- 4.2 Each new hire must have a *Staff Induction Program Form* (ADM-FM-009) created for them prior to beginning the induction.
- 4.3 Each new hire must have a personnel folder created for them which is to be secure and only accessible by the General Manager.
- 4.4 Each new hire must supply their CV/Resume as well as any copies of relevant certifications related to their position.
 - 4.4.1 All of these items must be copied into their personnel folder
- 4.5 Each new hire must hold an agreed upon contract between themselves and Shorcontrol Safety.
 - 4.5.1 A copy of the contract must be secured and retained by the General Manager
- 4.6 The new hire will be given a copy of the *Employee Handbook*.
- 4.7 The new hire will be given a copy of the *Learning and Teaching Strategy* if their position is affiliated with the training aspect of the business in any capacity.
- 4.8 Once the above items are complete, the manager will complete the Phase I portion of the staff induction form and submit it to the Safety and Quality Manager who will lead the new hire through the second phase of the induction program.


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B. Phase II: Quality and Safety Systems Familiarity

- 4.9** The Safety and Quality Manger is responsible for conducting the second portion of the Staff Induction Program.
- 4.10** The new hire will receive a copy of the up-to-date *Safety Statement* (SAF-POL-002) to review.
- 4.11** The Safety and Quality Manager is responsible for walking the new hire through the Safety Management System (SMS).
- 4.11.1 This includes informing them of their role in the Safety Management Systems process; relevant policies and procedures concerning the safety of themselves, other staff, Learners, Tutors and others; as well as any other safety related matters which they may encounter.
- 4.11.2 The new hire will be given time to discuss their role within the Safety Management System is and the rights and responsibilities given to them within the SMS.
- 4.12** The new hire will be given a copy of the *Document Management Manual* (ADM-MAN-001)
- 4.13** The Safety and Quality Manager is responsible for walking the new hire through the Quality Assurance System (QMS)
- 4.13.1 This includes informing them of their role in the Quality Assurance process; relevant policies, procedures and processes; how to access the QMS' what the role of the Quality Assurance Committee is within the QMS; and any other Quality Assurance related matters which the new hire may encounter in their position.
- 4.14** Once the above items are complete, the manager will complete the Phase II portion of the staff induction form and submit it to the Department Head of the new hires position who will lead the third phase of the induction program.

C. Phase III: Position Role and It's Duty

- 4.15** The Manager who the new hire will be directly reporting to is responsible for leading the third phase of the induction program.
- 4.16** The Manager will give the new hire a tour of Shorcontrol Safety and introduce them to all the departments.
- 4.16.1 Detail should be given on how each department is ran within the company as well as the ways in which each department works with and interacts with other departments (i.e. administration with sales, sales with occupational hygiene, etc.)
- 4.17** The Manager will walk the new hire through the core responsibilities and processes which the new hire will be performing in their position within the company.
- 4.18** The Manager will assign another competent employee to the new hire of whom the new hire will be trained by for performing specific tasks associated with their position.
- 4.18.1 The Manager has the discretion of appointing anyone within their department, including themselves
- 4.19** Once the Manager hands the new hire over to the employee that will be training them, then the 3rd phase of the new hire's induction will be complete. The Manager will complete the Phase III portion of the staff induction form and give it to the new hire to retain.

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D. Phase IV: Review and Final Trainings

- 4.20** After a period of 4 weeks has passed since the new hire finished Phase III of their induction, then they will be given the opportunity to sit down with the General Manager to review the induction process and the performance in their new role.
- 4.20.1 The General Manager is to confirm with the individual’s manager as to how they perceive the individual’s current progress.
- 4.21** The General Manager is to hold a conversation with the individual which aim is to discern whether any additional trainings and/or supports are needed in order for them to progress in their new role with the company.
- 4.21.1 Trainings and/or resources may include but are not limited to: being given additional time to understand and perform specific tasks; time spent with other members of staff who can train the individual in specific processes or duties; time and resources taking a training course either externally or within the company, etc.
- 4.22** The General Manager will determine whether a follow up meeting should take place with the new hire in a set amount of time.
- 4.23** Upon completion of the final phase of the Induction Program, the General Manager is to complete the new hire’s *Staff Induction Program Form* and place a copy of it in their personnel folder.

5. Forms

[Include any forms or documents which are used when performing the procedure]

Title	Link

6. Frequently Asked Questions

[Questions that may be asked, especially by individuals unfamiliar with the procedure or business]

Question	Response

7. Responsibilities

[State what the responsibilities are for those who are involved with the procedure (e.g. Managers are responsible for ensuring the procedure’s SOP is being followed, consultants are responsible for adhering to the SOP’s requirements)]

Employee Title/Classification	Responsibility



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8. Enforcement

[State who is responsible for enforcing the SOP as well as the potential repercussions and details concerning the amount of times an employee’s insubordination involving the policy will require punitive action from management]

Employee Title/Classification	Responsibility

9. Related Information and Documents

[Relevant/connected documents, SOPs and Policies]

Document ID	Title

10. Procedure History

Revision Date	Author with Title	Description

11. Procedure Review

12. Administration Approval, Review History & Affected Individuals Agreement

Title	Date [dd/mm/yyyy]	Signature
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Preparer		
Owner		
General Manager		

Reviewer Name and Title	Date [dd/mm/yyyy]	Signature

Name and Title	Date [dd/mm/yyyy]	Signature