

	Document Title	<b>Induction Procedure</b>		
	Doc. Number	GEN-PRO-004	Doc. Owner	General Manager
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	Fiona Spillane
	Next Review Date	09/10/2026	Approved Date	09/10/2025

**1. Policy Statement**

Shorcontrol Safety is committed to ensuring a safe and healthy work environment for all employees, contractors, and visitors. This Induction Procedure serves to instil a comprehensive understanding of our safety policies, procedures, and responsibilities among all new employees. By fostering a culture of safety, we aim to prevent workplace injuries, accidents, and incidents through effective training and awareness.

**2. Purpose**

The purpose of this Induction Procedure is to provide new employees with the necessary knowledge and skills to operate safely within the Shorcontrol Safety environment. This includes:

- Familiarising employees with safety policies and procedures.
- Ensuring awareness of potential hazards and appropriate responses.
- Promoting the correct use of Personal Protective Equipment (PPE).
- Establishing a clear understanding of emergency protocols and evacuation procedures.
- Encouraging a proactive approach to safety through continuous learning and engagement.

**3. Scope**

This Induction Procedure applies to:

- All new employees of Shorcontrol Safety, regardless of their role or level within the organisation.
- Temporary workers, contractors, and visitors who may be exposed to the workplace environment.
- All locations operated by Shorcontrol Safety, including offices, workshops, and field sites.

The procedure encompasses initial orientation training and ongoing safety education as part of the company’s commitment to maintaining a safe workplace. Regular updates to this procedure may be conducted to reflect changes in safety regulations, procedures, and workplace hazards.

**4. Definitions**

Term	Definition

**5. General Procedure Guideline**

**Pre-Induction Preparation**

- **Schedule Induction Session:**
  - Determine the date and time for the induction.
  - Ensure all new employees are notified and confirm their attendance.
- **Prepare Induction Materials:**
  - Safety manuals, employee handbooks, and relevant training materials.
  - Visual aids (posters, slides, etc.) to highlight key safety procedures.
- **Assign Induction Facilitators:**
  - Select experienced personnel to lead the session.

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### Welcome and Introduction

- **Company Overview:**
  - Brief history of Shorcontrol Safety, mission, vision, and values.
  - Overview of organisational structure and key personnel.
- **Importance of Safety:**
  - Emphasise Shorcontrol Safety's commitment to safety.
  - Discuss the importance of individual responsibility in maintaining a safe work environment.

### Safety Policies and Procedures

- **Review Safety Policies:**
  - Detailed overview of safety policies, including reporting procedures for incidents and hazards.
  - Discuss disciplinary actions related to safety violations.
- **Personal Protective Equipment (PPE):**
  - Explain the types of PPE required for specific tasks.
  - Demonstrate proper usage and maintenance of PPE.

### Emergency Procedures

- **Emergency Response Plan:**
  - Outline emergency procedures for various scenarios (fire, medical emergencies, chemical spills, etc.).
  - Review evacuation routes, assembly points, and emergency contacts.
- **First Aid and CPR Training:**
  - Provide basic first aid training or inform about available first aid resources.
  - Identify trained first aid responders within the workplace.

### Site-Specific Safety Training

- **Hazard Identification:**
  - Conduct a walkthrough of the workplace, highlighting potential hazards and safe work practices.
- **Equipment Safety:**
  - Provide training on specific machinery or tools used at Shorcontrol Safety.
  - Discuss operational procedures and safety features of equipment.

### Management Systems

- **OHSMS ISO45001**
- **QMS ISO9001**

### Q&A Session

- **Open Floor for Questions:**
  - Encourage new employees to ask questions regarding safety procedures and policies.
- **Feedback Collection:**
  - Gather feedback on the induction process to improve future sessions.

### Post-Induction Follow-Up

- **Mentorship Assignment:**
  - Assign a mentor or buddy for the first few weeks to support new employees in adapting to safety practices.

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- **Continuous Training:**
  - Schedule regular safety training sessions to keep employees updated on safety protocols and practices.
- **Safety Meetings:**
  - Encourage participation in regular safety meetings to discuss ongoing safety concerns and improvements.

## 6. Responsibilities

Employee Title/Classification	Responsibility
<b>Directors, Top Management &amp; Senior Management</b>	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To communicate and support the implementation of this policy and any related procedures.

## 7. Enforcement

Employee Title/Classification	Responsibility
<b>Directors</b>	Has the discretion in determining the repercussions in the discovery of a manager's failure to comply with this policy.
<b>Managing Director</b>	Has the discretion in determining the repercussions in the discovery of a manager or Director's failure to comply with this policy

## 8. Related Information and Documents

Document ID	Title
<b>GEN-POL-001</b>	Code of Conducts & Ethics
<b>GEN-POL-003</b>	Equality Diversity & Inclusion Policy
<b>GEN-POL-005</b>	Job Roles & Responsibilities
<b>GEN-POL-006</b>	Whistleblower Protection & Anti-Retaliation Policy
<b>GEN-POL-007</b>	Email, Internet & Social Media Usage Policy
<b>GEN-POL-010</b>	Data Protection & Privacy
<b>GEN-POL-011</b>	Conflict of Interest Policy
<b>GEN-POL-013</b>	Anti-Corruption Anti-Bribery & Anti-Trust Policy
<b>GEN-POL-015</b>	Careful Communications Policy
<b>GEN-POL-017</b>	Clean Desk Policy

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OHS-	Induction Presentation
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**9. Procedure Review**

This procedure shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. *‘Related Information & Documentation’* of this document.
- As prescribed in Shorcontrol Safety’s policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Description
09/10/2024	Angela Byrne; QHSM	Initial draft and release of procedure.
09/10/2025	Angela Byrne; QHSM	Inclusion of new Induction Presentation and Management systems in section 5.