

New Starter Induction Training

All new starters in the organisation will receive an induction on their first working day. Induction will be carried out by the Practice Manager and/or an office Director.

Training for new employees will commence on the first day of employment, but where this cannot be completed fully, it will be completed as soon as practicable after joining. Job specific training and quality monitoring will be continued thereafter by the individual's direct manager or supervisor.

The induction programme includes information and training on the following: -

- Presentation of the Company history and current structure, plans for the future, office/department structure
- Team and Individual's roles, responsibilities, and reporting
- Administration – contract, payroll, emergency contact information, office hours and lunch break details, office tour, introduction to staff, meeting and diary systems, purchasing systems, phone system, post system, staff contact information, communication systems, filing and archiving
- The Company health and safety policy and how it affects employees including: -
 - Accident reporting procedures
 - Fire prevention and emergency evacuation procedures
 - General safety rules and procedures
 - First aid facilities
 - Specific safety systems and procedures
 - Identification of particular hazards which exist at the workplace
 - Health and safety legislation appropriate to the organisation and the employee's obligations
 - How to obtain advice or report any concerns regarding health and safety practices
 - Identity of responsible person(s), first-aiders, fire marshall etc.
 - Welfare provisions
- Introduction to office IT, systems and equipment as appropriate; user and log in details, PC/MAC, Office, email, website, Project Minder, CAD, print/copy equipment, time sheets, expense records, franking machine, security alarms
- Introduction to the Quality and Environmental Management Systems (9001:2008 and 14001:2004)
- Review of Employee Handbook and policies therein.

An induction booklet containing a summary of the information provided is given to all new starters.

This policy will be reviewed and updated at least once annually, shall be displayed in all offices and forms part of the Lawray Employee Handbook.

Please also refer to Lawray Training and Development Policy Statement and Health and Safety Policy Manual for further information.