



## Employee Induction Booklet



## **Purpose of Workplace Health and Safety Induction**

A safety induction is conducted to welcome all new employees to our company and prepare them for their new role. It ensures workers are fully informed about our organization and are aware of your work and responsibilities. It serves as a starting point for us to introduce a culture of safety in the workplace.

## **Workplace Health & Safety**

Welink Recruitment are committed to providing a safe and healthy workplace for all our employees. The company will provide the resources necessary to comply with all legislation and regulations ensuring the health, safety and welfare of all its employees. The company will identify hazards, institute control mechanisms, examine accident prevention and control, and will adopt rehabilitation as a priority of the business.

Work Health and Safety is both an individual and shared responsibility of all employees as well as the employer. The company places workplace health and safety on a priority equal to all other aspects of the operations of a business.

### **Our responsibility under Workplace Health and Safety:**

Welink Recruitment has a duty to ensure, so far as reasonably practicable, the health and safety at work of all its workers. In particular, it is responsible for:

- providing and maintaining its workplaces and the working environment in a healthy and safe condition and providing safe systems of work
- ensuring the safe use, handling, storage and transportation of all plant, all equipment and substances
- providing sufficient information, training, instruction and supervision necessary to maintain a healthy and safe workplace and to allow workers to undertake the work safely and without risk to themselves or others at work
- provide, support and promote effective consultation with workers in a manner agreed to by the workers, regarding health and safety matters

### **Your responsibility under Workplace Health and Safety:**

- Using and maintaining your required Personal Protective Equipment (PPE)
- Follow all directions given to you by your supervisor regarding safety
- Be aware of your surrounding and mindful not to cause harm to others around
- Notify your supervisor immediately if you are requested to perform tasks which were not part of your original job description
- Make yourself aware of the first aid and emergency procedures where you are working
- Co-operate with management to ensure all health and safety obligations are complied with reporting any near misses, incidents or injuries sustained while working and reporting any unsafe conditions, equipment or practices to management, as soon as practicable
- Do not leave site without informing your supervisor or manager



## **Drug and Alcohol Policy**

Welink Recruitment are committed to providing a safe workplace for all our employees and as such, it is our objective to maintain a work environment where the safety and work performance of employee is not adversely affected by the use of alcohol or other drugs.

Any employee who arrives at work under the influence of alcohol or drugs, will be considered unfit for work.

Please notify your supervisor if you are taking any prescription medication that may affect your ability to perform your tasks and /or operate a machinery.

Please note that any of the Welink Recruitment Clients and or Welink Recruitment reserves the right to introduce drug and alcohol testing for employees on a random or with cause basis.

Any breach of the above policy will be viewed as serious misconduct with grounds for disciplinary action and may result in immediate dismissal.

## **Workplace Hazards and Accidents**

Any workplace hazard, near misses or an accident must be reported to your immediate supervisor.

Any reportable incident must be reported to the supervisor within 24 hours of the incident taking place.

A notifiable incident is when:

- a person dies
- a person experiences a serious injury or illness
- a potentially dangerous incident occurs.

You must also notify your insurer within 48 hours.

When reporting an incident to the Welink Recruitment Consultant, please note the following:

- an overview of what happened, including date, time and location
- information about anyone who was injured, including their date of birth, contact details
- information about the injury, including treatment received and hospital details, if they were taken to hospital
- immediate action taken to make the site safe
- further safety action taken, or actions that will be taken, to prevent the incident happening again.

To comply with the Workers Compensation Act, you must fill out an "Incident Report Form". A copy of this document/form can be obtained from your supervisor.

If you witness an incident, call a qualified first aider to administer whatever assistance is needed.

You must also contact the manager on site who will advise you on what to do next, organise for emergency services, etc.

Please make yourself aware of the following:

Location of the First Aid Kits and the First Aid Officer/s on site.

Emergency and Fire Procedures



## Employee Information

**Change of personal details** - If your personal details change at all (i.e., change of address, phone, email, etc.) please let us know in a written form immediately so we may update our systems.

**Presentation** – The way you present yourself reflects not only the company you are working for but also how you feel about yourself and your work. A neat, clean and tidy appearance is essential at all times for work of any kind.

**Use of personal communication devices** – Please limit personal calls whilst on assignment. Mobile telephones should be switched off or turned to silent during working hours. In the case of an emergency or important family matter, please inform your supervisor if you need to leave the site.

**Breaks** – Employees are entitled to a mandatory minimum of half an hour for their lunch break, however at times host employers will indicate that an hour for lunch is expected. Please note that the employees will not be paid for any untaken breaks.

**Confidentiality** – All information relating to your wages and other aspects of the project must be kept confidential.

**Wages** - Wages are processed weekly and on each Thursday. They should be in your nominated bank account on Friday.

**Superannuation** – You will be paid superannuation at 9.25% and it will be paid in your nominated superannuation fund account. If you do not provide a nominated fund, the company will open a superannuation account with a company nominated fund which is CBUS industry superannuation fund.

**Termination** - Your employment can be terminated in accordance with the Award and your Contract of Employment.

## Personal Protective Equipment

You are required to provide and wear your own protective clothing - Long sleeve cotton drill shirts, steel cap safety boots, safety glasses, helmets, earmuffs, welding helmets etc. All appropriate safety gear must be worn as instructed.

## Equal Employment Opportunity

Welink Recruitment is committed to providing equal opportunities within the workplace and recognises this is an integral part of a positive working environment.

If you feel you have been treated unfairly in the workplace it is important that you discuss your concerns with your supervisor, if you wish to make a formal complaint, please do so within a timely manner so that we may take appropriate actions.

Harassment is defined by any uninvited, unwelcome and offensive behaviour which involves verbal, written, visual or physical affront against another person.

Harassment involves unwelcome and offensive behaviour relating to: - Gender - Racial or ethnic background - Religion - Political affiliation - Sexual preference or personal attributes - Colour - Physical features - Industrial activity - Pregnancy - Status as a parent or carer



Sexual Harassment in the Workplace Under the Equal Opportunity Act (1984) sexual harassment is illegal. All people have the right to work in an environment that is free from sexual harassment either to you or by you.

If you believe an incident of sexual harassment has taken place, please report it to your Welink Recruitment Consultant ASAP. Any reports of sexual harassment will be treated seriously and sympathetically, and all reports will be investigated in confidence.

### Welink Recruitment Privacy Policy

We at Welink Recruitment take your privacy very seriously and as such we abide by the Privacy and Personal Information Protection Act 1998 (PPIP Act): Protects your privacy rights in NSW by making sure that your personal information is properly collected, stored, used or released by NSW public sector agencies via the Information Protection Principles (IPPs)

1. Collection of personal information: As an organisation dealing predominately in the employment industry, at times must collect information about individuals for the purposes of their work activity. This information shall be maintained in a secure place within the organisation to maintain a continuation of privacy for the individual’s personal information.

2. Use and Disclosure of personal information: We shall only disclose your personal information in case of the following:

- In certain circumstances, where, by law we are required to follow the content/legislation of the Australian State or Federal government agency
- If we suspect that unlawful activity is taking place and there may be a threat to public safety
- If there is an imminent threat to the individual’s health and well-being,

3. Medical Information: Medical information about the personnel will only be collected if the individual has given consent for us to collect and keep the information. The medical information, such as medical history will be treated with strictest of confidence and this information will not be disclosed or used without the person’s written consent. These files and documents will be stored in a cupboard with lock and key.

### Employee Induction Booklet Acknowledgement

I, .....(employee name), of.....(address) hereby acknowledge that:

- a) I have read & understood the contents of the Employee Induction Booklet
- b) I am aware of my responsibilities and obligations as an employee of Welink Recruitment with respect to legislative & regulatory requirements.
- c) I understand that any failure to abide by the policies & procedures or any other conditions of employment may lead to disciplinary action.
- d) I have received in person a copy of the fair work Australia information statement.
- e) I give my written consent for Welink Recruitment to use and store my personal as well as medical (if any) information for the sole purpose of securing employment with them.

Signed:.....

Date:.....