The following induction & training policy forms part of our wider commitment to provide a safe and healthy working environment.

**Induction policy**

Ensures employees:

* are welcomed onto the team
* understand the scope, responsibilities, accountabilities & expectations of their role
* know who they report to and who to talk to if they have any queries or work-related difficulties
* understand the various policies, standards and operational practices we work to
* understand the administrative processes and requirements that relate to their role
* understand the lay out of the base, the location of the various facilities, first aid equipment etc. and what to do in the event of an emergency
* understand the hazards & hazard identification process and the hazard controls & management systems in place
* understand the accident, incident, and near miss reporting and investigation process and requirements

**Training policy**

Ensures:

* specific training requirements are identified and provided
* workers and contractors only perform tasks they are competent to do, unless supervised
* individual training records are kept and maintained
* specific refresher training and competency levels are maintained
* employees remain up to date with developments within the industry
* employees are provided with an opportunity to gain additional qualifications and advance their career prospects

**Essential /core-competency training**

The company provides all necessary new and refresher training that employees require in order to carry out or further develop their role. Employees are expected to actively participate in this training and apply it to their role.

**Discretionary training**

All employees are encouraged to continue their training and professional development. Additional training opportunities may be offered to certain individuals. Depending on the circumstances, this may be entirely or partially funded or otherwise accommodated by the company. Discretionary training will usually be covered under the terms of a specific training agreement.

This policy will be reviewed at no more than two yearly intervals.

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| **Director** | **Signature:** | **Date:** |
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