|  |  |
| --- | --- |
| **TEMPORARY FLEXIBLE RESOURCE DETAILS** | |
| Name & Surname |  |
| Company ID |  |
| Q-Number |  |
| Department Name |  |
| Department Code |  |
| Position Title |  |
| Start Date |  |
| Line Manager |  |

**By virtue of signature/s, I acknowledge that the topic specific information was communicated/ presented to me and that I understand the contents thereof.**

**I further confirm that I am empowered to raise any concerns/ questions related to the topic/s with my direct manager.**

*(Please sign next to each line item below).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRE-ONBOARDING** | | | | |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| Pre-Employment  Medical | Contractor Steering | * TES Flexible Resource to attend Pre-Employment medical scheduled by CS |  |  |
| Prima Device Request | Line Manager | * Line Manger to request new device for TES Flexible Resource on PRIMA * Line Manager to also request Yubikey and Headsets |  |  |
| First Day Information | Contractor Steering | * CS to provide First Day Information to Temporary Employment Service House |  |  |
| ID Access Request | Contractor Steering | * CS to request Access Card for TES Flexible Resource |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAY 1 – GETTING STARTED** | | | | |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| ID Access | Contractor Steering | * Accompany new employee to Access Control Office for Access Card collection. |  |  |
| Welcome | Contractor Steering | * Watch [OHSE induction video](https://gdms2.bmwgroup.net/gdms/document/download/valid/DID-ZA-0052702/native). * Sign training attendance register. * Sign Acknowledgement and Acceptance of HSE Rules |  |  |
| Department Introduction | Line Manager  Contractor Steering | * Conduct brief overview of department and introduction to colleagues. |  |  |
| Hardware handover | Line Manager  Contractor Steering | * Provide new employee with laptop, YubiKey and headset. |  |  |
| Dress Code | Contractor Steering | * Discuss BMW Dress Code guidelines. |  |  |

| **WEEK 1 – GENERAL** | | | | |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| Device Set-up | Line Manager  Contractor Steering | * Mapping Access Card for printing: [ELAN](https://elan.bmwgroup.net/mat.html). * CI: Configure e-mail signature in Outlook * Request Mobile Working, if applicable: * Available on [WUSS](https://wuss.bmwgroup.net/#x0=MobileWorkRequest&x1=Index&areaId=0&topNavId=1&subNavId=2066&langId=en). * For any queries, contact IT Service Desk: [bmwhelpdesk@bmw.co.za](mailto:bmwhelpdesk@bmw.co.za) |  |  |
| Manager Discussion | Line Manager | * Planning of initial tasks/objectives/projects. |  |  |
| Folder Access | Line Manager | Request all necessary access rights to data servers/folders: [DIVA](https://diva.bmwgroup.net/) |  |  |
| myTMS | Line Manager/ TES Flexible Resource | New employee to start mandatory eLearning Modules on [myTMS](http://mytms.bmwgroup.net/). |  |  |

| **WEEK 1 - OHS COMMUNICATION AND INDUCTION** | | | | |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| Occupational Health & Safety  Standards | JMS Specialist/ Line Manager | **Health and safety policy (applicable BMW sites):** | | |
| NSC |  |  |
| Financial Services |  |  |
| Rosslyn |  |  |
| **Baseline risk assessment (applicable BMW sites for TES Flexible Resource):** | | |
| Midrand Offices |  |  |
| Financial Services Offices |  |
| Menlyn Offices |  |
| Joint management system (JMS) policy |  |
| Appointments and acknowledgements standard (S-01) |  |  |
| Confined space entry standard (S-02) |  |
| Energy control and lock out - tag out standard (S-03) |  |
| Delineation standard (S-07) |  |
| Emergency preparedness and response standard (S-08) |  |
| Stacking & storage standard (S-09) |  |  |
| Fire loss prevention standard (S-10) |  |
| Health & safety representatives and committee’s standard (S-11) |  |
| Incident management standard (S-13) |  |
| Corporate security standard (S-19) |  |
| Smoking in the workplace standard (S-20) |  |
| Occupational Health & Safety  Standards continued | JMS Specialist/ Line Manager | Waste management standard (S-22) |  |
| Physical, chemical and biological stressors standard (S-24) |  |
| Personal protective equipment standard (S-25) |  |
| Medical surveillance and biological monitoring standard (S-26) |  |
| Compensation fund and claims standard (S-27) |  |
| First aid standard (S-30) |  |
| Ergonomics standard (S-31) |  |
| Periodic testing and inspection of electrical equipment standard (S-34) |  |
| Occupational Health & Safety Specific to your workplace | JMS Specialist/ Line Manager | * New employee to conduct BAPA Assessment: [BAPA](https://contenthub.bmwgroup.net/web/arbeitssicherheit-ergonomie/bapa) * Inform new employee of escape routes; emergency exits; emergency preparedness and response; fire loss prevention; incident management and first aid kit/point/aiders for ALL relevant sites.   *Refer to Site Standards 8; 10; 13 & 30.* |  |  |
| BAPA Assessments | TES Flexible Resource | * BAPA Assessment (Office workstation analysis) * Home office self-assessment |  |  |
| Workwear/ PPE | Line Manager | * Issue relevant and appropriate PPE. * Demonstrate correct use of issued PPE. * PPE register must be completed. |  |  |

| **FIRST THREE MONTHS** | | | | |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| SRM/Octopus Training | Line Manager | SRM/[Octopus Coupa Training](https://atc.bmwgroup.net/confluence/pages/viewpage.action?spaceKey=OCTOPUS2&title=South+Africa) if relevant to role. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE** | **NAME & SURNAME** | **DATE** | **SIGNATURE** |
| TES Flexible Resource |  |  |  |
| Line Manager |  |  |  |
| JMS Specialist |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change history** | | | | |
| **Version** | **Content of changes** | **Written by**  **Dept. Code**  **Date** | **Reviewed by**  **Dept. Code**  **Date** | **Released by**  **Dept. Code**  **Date** |
| 1.0 | New content in accordance with the revised On Boarding Process, | Luyanda Madinga  Moshe Matabologa  PE-66  2024/08/30 | Bindia Thulsie  PE-66  TBD | Julia Modise  PZ-AP-ZA  TBD |
| 1.1 | Updated – in line with the revised Onboarding process. | Luyanda Madinga  Moshe Matabologa  PE-66  2024/08/30 | Raymonde Roux  PE-66  TBD | Julia Modise  PZ-AP-ZA  TBD |
| 2.0 | Review HR Onboarding Process and Supporting Documents. Update to include OHS checks. | PL-AP-ZA-1  PL-AP-ZA-2/3  TBD | Khulu Skosana  PZ-AP-ZA  TBD | PL-AP-ZA  2023/05/04 |