

# AUSTRALIAN AUTOMOTIVE GROUP - INDUCTION CHECKLIST

<b>Staff Member Name</b>	Alison Lee	<b>Today's Date</b>	14.01.19
<b>Persons conducting Induction</b>	David Berlusconi		

Ensure that staff have completed the following:	Completed
Position Description sighted and signed <i>Sighted</i>	<input checked="" type="checkbox"/>
Tax File Number Form	<input checked="" type="checkbox"/>
Superannuation Details	<input checked="" type="checkbox"/>

Induction has been held covering:	Completed
<b>CONDITIONS OF EMPLOYMENT</b>	
• Explain induction program	<input checked="" type="checkbox"/>
• Hours of work, meal breaks	<input checked="" type="checkbox"/>
• Wages, when and how paid	<input checked="" type="checkbox"/>
<b>COMPANY POLICIES</b>	
• AAG Employment Guide	<input checked="" type="checkbox"/>
<b>EMPLOYEE AMENITIES</b>	
• Location of toilets, washing facilities	<input checked="" type="checkbox"/>
• Location of tea room and water facilities	<input checked="" type="checkbox"/>
• Office Security Code <i>2/A</i>	<input checked="" type="checkbox"/>
• Bathroom Code	<input checked="" type="checkbox"/>
• Printing / Faxing / Scanning	<input checked="" type="checkbox"/>
• PC Login Details	<input checked="" type="checkbox"/>
<b>EMPLOYEES DEPARTMENT AND STRUCTURE</b>	
• Identify workstation	<input checked="" type="checkbox"/>
• Explain department operations, structure of the business and other divisional operations	<input checked="" type="checkbox"/>
• Tour of department (introduction to team members and explain activities)	<input checked="" type="checkbox"/>
• Tour of the business (introduction to staff members of other departments)	<input checked="" type="checkbox"/>
<b>SAFETY</b>	
• Rehabilitation policy	<input checked="" type="checkbox"/>
• Consultation and WHS arrangement	<input checked="" type="checkbox"/>
• Reporting of hazards/accidents	<input checked="" type="checkbox"/>
• Chemical storage and location of Safety Data Sheets	<input checked="" type="checkbox"/>
• Emergency Evacuation (warden, signals, egress and assembly points)	<input checked="" type="checkbox"/>
• First Aid Officer and location of First Aid Box	<input checked="" type="checkbox"/>
<b>JOB DETAILS</b>	
• Company mission statement, business plan	<input checked="" type="checkbox"/>
• Explain importance of the individual's role and the company's services	<input checked="" type="checkbox"/>
• Discuss job description and any specific immediate term tasks	<input checked="" type="checkbox"/>
• Explain initial learning processes for the undertaking of the job	<input checked="" type="checkbox"/>

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- Clarify management structure
- Identify important meetings and times
- Customer service standards
- How the role fits into the team and the overall organization
- Discuss stationary and equipment needs



### DOCUMENTATION

- Give Contract of Employment
- Give Superannuation choice of fund form
- Give FWIS
- Give copy of position description and contract
- Give personal data sheet, password/induction sheet



### Staff member has been issued:

Where I am issued with the below equipment, I confirm that I am aware of the company policies relating to it. I am also aware that if I have any questions pertaining to the policies I can contact [hr@aag.com.au](mailto:hr@aag.com.au) for more information on this at any time.

	Specify	Initial
Mobile Phone		
Laptop /Tablet		
Keys		
Access Card		
Vehicle		
Other		

### Acknowledgement


I agree that I have read and understood AAG's Employment Guide and the matters listed in this induction checklist. I also understand that if I have any questions relating to this induction and the issues contained in the Employment Guide, I can contact AAG's HR Department for more information.

Alison Lee  
EMPLOYEE (PRINT NAME)

  
SIGNATURE

18/01/19  
DATE

David Belwani  
HUMAN RESOURCES (PRINT NAME)

  
SIGNATURE

18/01/19  
DATE