|  |
| --- |
| Induction Plan 2019 |
| Name of company: ­­­­­­­­­­­­­­­­­BizOps Enterprise |
| Induction plan for the year: ­­­­­­­­­­­­­­­­­2019 |
| The values this company stands for:  **BizOps Vision**  To be recognised by customers as a leading manufacturer and retailer of exclusive products.  **BizOps Mission**  To develop the BizOps brand and provide customers with high quality and innovative products and services.  This is supported by:   * meeting the changing needs of customers * delivering speedy and personalised service * employing professional and enthusiastic staff * providing clean and ‘green’ products and services * adopting sustainable work practices * undertaking continuous improvement processes.   **BizOps Values**  Customer service: our customers are the most important part of our business  Staff: our people are the key to our success  Teamwork: people working together achieve more  Market identity: our brand will reflect exclusivity  Business growth: our future depends on what we do today |
| Office hours (subject to conditions):  8.30am to 5.30pm Monday to Friday  8.30am to 5.00pm Saturday |
| Induction training dates:  Thursday, 30 August 2019 8.30am to 4.30pm  Friday, 30 August 2019 8.30am to 4.30pm |
| Purpose of the induction training:  Induction training assists new employees in understanding the systems and procedures put in place for BizOps operations and is the key to providing a successful Workplace Health and Safety (WHS) programme.  It ensures BizOps operational efficiency and provides the new employee with all the necessary information to assist in following Australia laws and legislations that protects not only the employer (BizOps) but also the employee from any possible legal actions.  BizOps values efforts that add value to working effectively within the team and realising the team’s goals for a fair, happy and safe working environment free of risks to health and safety of self and others.  Induction training requirements:   * explanation of work tasks (roles, responsibilities and duties) * tour of workplace including;   + Evacuation procedures such as fire exits.   + Provision of locker and personal protective clothing and equipment and tools as required * introduction to key people which may include;   + The Retail Outlet Manager   + Workplace Health & Safety Officer: Dmitri Lavrov   + Managing Director, Human Resources: Sayo Yoshido   + Managing Director, Financial Operations: Mike Booth   + Managing Director, Business Operations: Sean Bamford (first-aid requirements)   + Managing Director, Retail Operations: Nancy Tooket   + Human Resources Manager: Gina Harris   + Company Accountant: Fatima Williams   + Finance Manager: Aziz Singh   + Business Operations Manager: Chang Lin   + Marketing Manager: Liz Hitchens   + Sales Manager: Johan Tines   + Customer Service Manager: Sarah Voss   + IT Manager: Fred Diallo * provide and explain WHS operation and procedures including;   + OHS policy   + Duty of care: employer and employees   + Consultation: OHS Committee and Health & Workplace Health & Safety Representative   + Safe work procedures and instructions for each task   + Any hazards and the control measures   + Operation of equipment and machinery   + The safe way to lift and handle things   + Chemical safety   + Working from height procedures   + Permit to work   + Slips, trips and falls prevention   + Electrical safety   + Vehicle safety   + Safety procedures for working on the side of the road   + Safety signage   + Procedures for good housekeeping   + Procedures for working outside such as skin protection   + Use, maintenance and storage of personal protective clothing and equipment including, where required, eye, hand, foot and hearing protection   + Maintenance requirements and who has responsibility   + Issue resolution procedures   + Injury/incident reporting procedure   + Injury management policy and guidelines   + Compensation claims process and rehabilitation   + First aid facilities   + Emergency procedures including fire safety   + Policy on smoke free workplace   + Policy on alcohol and other drugs at the workplace   + Workplace bullying policy and procedures   + Violence and aggression policy and procedures   Reference: Government of Western Australia, Department of Commerce, WorkSafe.(n.d.).New and young workers’ safety induction  Retrieved from: <https://www.commerce.wa.gov.au/sites/default/files/atoms/files/new_young_induction.pdf>  Information to assist in complying with the relative Australian law and legislations can be found here:   * Duty of Care, Govt of WA, 2005   <https://www.commerce.wa.gov.au/sites/default/files/atoms/files/general_duty_of_care.pdf>   * Work Health and Safety Act 2011   <https://www.legislation.gov.au/Details/C2017C00305>   * Occupational Safety and Health Regulations 1996   <https://www.commerce.wa.gov.au/worksafe/about-occupational-safety-and-health-regulations-1996>   * Australian Standards   <https://www.standards.org.au/>   * Guidance Note: Formal Consultative Processes at the Workplace   <https://www.commerce.wa.gov.au/sites/default/files/atoms/files/guidance_note_formal_consultative_processes.pdf>   * Australian Privacy Act 1988   <https://www.oaic.gov.au/privacy-law/privacy-act/> |
| Important numbers:  Sexual harassment cell:  Phone Number ­­­­­­­­­­­­­­­­­(02) 8008 7355 Email [companyemail@hotmail.com](mailto:companyemail@hotmail.com)  Office of the employee services: ­­­­­­­­­­­­­­­­­  Phone Number (02) 1001 1100 Email [employemail@hotmail.com](mailto:employemail@hotmail.com)  Workplace Health & Safety Officer, Dmitri Lavrov:  Phone Number (02) 9009 6006 Email [dlavrov@hotmail.com](mailto:dlavrov@hotmail.com)  Human Resources Manager, Gina Harris:  Phone Number (02) 7001 2002 Email [gharris@hotmail.com](mailto:gharris@hotmail.com) |

|  |  |  |  |
| --- | --- | --- | --- |
| WHS Checklist | | | |
| **Worker’s Name** |  | **Position/Job Title** |  |
| **Start Date** |  | **Supervisor Name** |  |
| **Introduction** | | | **Date completed** |
| 🞎 Introduce other staff and the supervisor | | |  |
| 🞎 Introduce the first aid officer and show location of first aid supplies | | |  |
| 🞎 Explain and demonstrate emergency procedures | | |  |
| 🞎 Show location of exits and equipment | | |  |
| 🞎 Show the work area, toilet, drinking water and eating facilities | | |  |
| 🞎 Show how to safely use, store and maintain equipment (tools etc) and  hazardous substances (if applicable) | | |  |
| **Work Health and Safety** | | | |
| 🞎 WHS Induction Training Program for Workers (complete copy) | | |  |
| **On completion of Safety Induction Training Program confirm the following:** | | | |
| 🞎 Roles and responsibilities of people in the workplace regarding WHS | | |  |
| 🞎 Hazards in the workplace and how they are controlled | | |  |
| 🞎 How to report hazards | | |  |
| 🞎 How to report an injury and the importance of immediate reporting of  serious injuries. | | |  |
| 🞎 Consultation about WHS—how they will be kept informed about health  and safety issues | | |  |
| 🞎 Injury and Return to Work Procedures | | |  |
| 🞎 Roles and responsibilities of people in the workplace regarding WHS | | |  |
| **WHS Induction conducted by:** | | | **Date** |
| **Person providing the induction (print name):** | | |  |
| Signature: | | |  |
| Worker’s Signature: | | |  |

References

Australian Government.Comcare.(2016).Comcare: Work Health and Safety (WHS) Management Plan Template

Retrieved from: <https://www.comcare.gov.au/__data/assets/pdf_file/0008/145286/WHS_123a_04706_May17_v1fill-b66aa8587c8c4523af9505ce097736d4.pdf>