



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 15

POLICY No:	OSH 15
DIVISION:	Occupational Safety and Health
SUBJECT:	Safety Induction Procedure
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

This policy has been designed to ensure that managers, supervisors or human resource professionals make all new employees aware of all the necessary safety information by following the guidelines contained within this policy.

POLICY

Upon commencement a permanent employee shall be supplied a copy of the following policies, if applicable and allowed sufficient time to read the policies. A casual or temporary employee shall only be supplied a copy of the policies relevant to the work being performed, having regard to the length of employment.

Employee Conduct

- Display of offensive material;
- Corporate Uniform Policy;
- Internet and Email Usage;
- Loss of Drivers licence;
- Drug and Alcohol Use;
- Use of Local Government Facilities;
- Vehicle use;
- Traffic Management;
- Records Responsibilities;
- Telephone Usage;
- Employee assistance Program; and
- Harassment and Bullying

Occupational Health and Safety

- Emergency Evacuation;
- First Aid;
- Immunisation;
- Manual Handling;
- Mosquito Borne Diseases;



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- Occupational Health and Safety Committee;
- Occupational Health and Safety Representatives;
- Occupational Health and Safety Reporting;
- Occupational Health and Safety;
- Contractor Guidelines;
- Duty of Care to visitors;
- Injury Management Rehabilitation;
- Outdoor Work Protection;
- Safety Induction Procedure; and
- Staff Consultative Committee.

Once the employee has been given to the opportunity to read all of the policies, they shall be given an opportunity to ask any questions relevant to the policies.

After the employee has been given an opportunity to ask questions, it is then necessary to explain other safety elements not contained within the policies which are specific for the work environment such as;

- Housekeeping
- Storage
- Equipment
- Hazardous Material
- Avoid Eye Strain
- Office Security and Procedures
- Location of emergency contact facilities and emergency activation devices
- List of qualified Senior First Aid Officers and their location within the workplace
- Supply the necessary safety equipment consistent with the Council's standard practices.

Confirmation of Safety Induction

At the completion of the Safety Induction, the employees and manger/supervisor are required to sign the necessary forms from Human Resource Services which declares that the ;

- Safety Induction has been performed in accordance with this policy;
- Employee has been given an opportunity to read all relevant policies;
- Employee has been given an opportunity to ask questions;
- Employee understands and accepts all the policies;
- Employee understands that the policies may be varied at the discretion of the Chief Executive Officer; and
- Employee understands that failure to follow any of the policies which they have read may result in disciplinary action.



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Availability of Policies

Council is committed to ensuring that all these policies are available to employees to read during their employment regardless of their location or nature of work. The policy manual will be stored in a central location. All employees will be notified of its availability.