



## STANDARD OPERATING PROCEDURE

### SOP 081 – WORKPLACE INDUCTION

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#### DOCUMENT DETAILS

**Category:** **Safety**

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#### PROCEDURE SUMMARY ONLY

**(NOTE: for detailed procedure refer to – Section 3. of this Procedure)**

- Workplace Induction is to be conducted in conjunction with the Employee New Starter Local Induction Form, Non DCS Workers Local Induction Form and other Department for Correctional Service (DCS) induction programs (e.g. Corporate Induction Program).
- Workplace Induction must be conducted during the first month of the commencement of duties.
- DCS workers should attend the corporate induction program within six (6) months of commencement employment.
- All DCS workers and non DCS workers must undertake a Workplace Induction after returning to a business unit after a period of absence of six (6) months or more. This is to ensure that they are informed of any changes to procedures or processes as outlined in [Clause 3.1.7](#) of this Standard Operating Procedure (SOP).
- Non DCS workers are required to undertake a Workplace Induction within the first month of the commencement of duties. Note that non DCS workers are not required to participate in the Corporate Induction Program.
- All contractors are to be inducted in accordance with [SOP 070 Contractor Work Health and Safety Induction and Management](#)

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## 1. Procedure Statement

The purpose of this Standard Operating Procedure (SOP) is to provide a consistent approach in the provision of Workplace Induction information to new DCS workers and all non DCS workers (including volunteers, external consultants, SAPHS, other agency staff and students).

## 2. Rationale

Induction is a familiarisation and integration process which extends over the initial employment period. It provides new DCS workers and non DCS workers with an understanding of the requirements of the work environment functions and roles and provides an opportunity for the individual to receive structured information on corporate and local work health and safety and injury management requirements.

## 3. Procedure

### 3.1 Workplace Induction

3.1.1 Workplace Induction provides information on:

- a) work environment and an introduction to work colleagues;
- b) functions and roles being performed;
- c) corporate policies, procedures and guidelines; and
- d) local procedures and work practices e.g. emergency and evacuation, hazardous tasks, use of plant, equipment and hazardous substances (if applicable).

3.1.2 Workplace Induction is to be conducted in conjunction with the Corporate Induction Program for workers and non DCS workers' induction processes.

3.1.3 Workplace Induction must be completed within the first four (4) weeks of employment. The induction process may be described in a LIS to identify the process for individual locations.

3.1.4 All DCS workers and non DCS workers must undertake a WHS&IM induction after returning to a business unit after a period of absence of six (6) months or more. This is to ensure that they are informed of any changes to procedures or processes as outlined in Clause 3.1.7 of this SOP.

3.1.5 Correctional Officers who are newly assigned to an institution are required to complete a Workplace Induction within the first four (4) weeks of the commencement of duties. Note that Correctional Officers are not required to participate in the Corporate Induction Program. All workers must have a site induction into the location they work which includes backfilling and temporary assignments.

3.1.6 Non DCS workers are required to undertake a local Workplace Induction within the first month of the commencement of duties. Note that non DCS workers are not required to participate in the Corporate Induction Program.

3.1.7 DCS workers and non DCS workers who return to the business unit after a period of absence of less than six (6) months should be re-inducted, or when:

- a) new activities commence;
- b) new equipment, substances, procedures or processes are introduced; and
- c) the work environment, equipment, procedures or processes have been modified.

3.1.8 All contractors are to be inducted in accordance with SOP 070

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## 3.2 Supporting Training Resource

- 3.2.1 DCS provide work health and safety training videos via DCS Share Point (Insite). The Manager or supervisor must identify the training video appropriate for the worker being inducted. These resources are to be used as part of the induction process and recorded on CHRIS Training and Development Database (CHRIS T&D).

### Responsibilities

- 3.3.1 The Chief Executive, Executive Directors, Directors and Senior Managers must ensure that adequate resources are allocated for the implementation of this SOP.
- 3.3.2 The Manager or Supervisor must ensure that:
- all new DCS workers (including workers who have returned to the business unit after a period of absence of six (6) months or more) and non DCS workers undertake a Workplace Induction;
  - the Workplace Induction is completed within the DCS employee's and non DCS employee's first four weeks of working in their position;
  - all DCS employee's local Workplace Induction records are to be recorded into the CHRIS Training and Development Database (CHRIS T&D) by the business centre.
  - the Employee New Starter Local Induction Form is completed and returned to the Human Resource Business Unit in Central Office for filing in the employee's personnel file. Refer to form [F081/001 Employee New Starter Local Induction](#) ;
  - a copy of the Employee New Starter Local Induction Form is provided to the worker. The business centre will prepare a report on local inductions for tabling at relevant WHS committee's / forums.
  - in relation to DCS volunteers only, the Non DCS Workers New Starter Local Induction Form is completed and returned to the Volunteers Unit. Refer to [Form F081/002 Non DCS Employee New Starter Local Induction](#)
  - the Correctional Business Centre must retain all induction forms and training records for non DCS workers (other than a DCS volunteer) who have undertaken a local WHS&IM induction. Refer to [Form F081/002 Non DCS Employee New Starter Local Induction](#); and
  - a copy of the Non DCS Employee New Starter Local Induction Form is provided to the non DCS employee.
- 3.3.3 DCS workers must ensure they:
- comply, so far as is reasonably practicable, with all policies, standard operating procedures, work instructions and safe systems of work to reduce the risk of developing a work related injury or illness;
  - attend training and/or information sessions when required;
  - protect their own health and safety and avoid adversely affecting the health and safety of any other person while at work; and
  - return the completed Employee New Starter Local Induction Form to their Manager or Supervisor or Delegate within the first month of the commencement of duties.
- 3.3.4 Non DCS workers must ensure they:
- comply, so far as is reasonably practicable, with all policies, standard operating procedures, work instructions and safe systems of work to reduce the risk of developing a work related injury or illness;

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- b) protect their own health and safety and avoid adversely affecting the health and safety of any other person while at work; and
- d) return the completed Non DCS Employee New Starter Local Induction Form to their Manager, Supervisor or Delegate within the first month of employment.

3.3.5 The Department supports appropriate information sharing in accordance with the *Correctional Services Act 1982*, the Information Sharing Guidelines and the Information Privacy Principles. The Information Sharing Guidelines must be considered in all instances where there is potential for information sharing or where there may be a refusal to share information. Guideline 24 provides the Department's procedure for information sharing and should be referred to, along with the Information Sharing Guidelines Decision Making Steps and Practice Guide. Your supervisor or manager can provide support and approval in regards to the information sharing process.

#### 4. PERFORMANCE INDICATORS

- 4.1 100% of new DCS workers (including workers who have returned to the business unit after a period of absence of six (6) months or more) and non DCS workers are inducted within the first four weeks of the commencement of employment.
- 4.2 100% of new DCS workers are inducted at their local site and inductions records are entered onto the CHRIS Training & Development data base.
- 4.3 100% of workers must have a site induction into the location they work when backfilling and temporary assignments.

#### 5. FORMS/TEMPLATES

[Form F081/001 Employee New Starter Local Induction](#)

[Form F081/002 Non DCS Employee New Starter Local Induction](#)

#### 6. Approved

**David Brown**  
**Chief Executive**  
**24/05/2018**

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## Links

### References

[Safety and Wellbeing in the Public Sector 2010 – 2015](#)  
[South Australian Public Sector Code of Practice for Crown Self-Insured Employers](#)  
[Information Sharing Guidelines for promoting safety and wellbeing](#)  
[Information Privacy Principles](#)

### Legislation

[Work Health and Safety Act 2012](#)  
[Work Health and Safety Regulations 2012](#)

### DCS Related Policies and Procedures

[Policy 15 – Risk Management](#)  
[Policy 16 – Work Health and Safety & Injury Management \(WHS&IM\) System Framework](#)  
[Policy 23 - Consultation Framework for Work Health and Safety](#)  
[Policy 33 – Training and Development](#)  
[Guideline 21 – Training and Development](#)  
[Guideline 24 – DCS Information Sharing Guidelines Appendix](#)  
[SOP 037 - Worksite Inspection](#)  
[SOP 055 – Management of Plant and Equipment](#)  
[SOP 059 – Rehabilitation of Injured Workers](#)  
[SOP 067 – Resolution of Work Health and Safety Issues](#)  
[SOP 070 – Contractor WHS Induction and Management](#)  
[SOP 071 – Self Insurance Management System - Hazard Incident Reporting Module \(SIMS-HIRM\)](#)  
[SOP 091 – Management of Communicable Diseases](#)  
[SOP 093 – Assessing, Controlling and Monitoring WHS Risks and Manual Tasks](#)

### Training Programs

[Corporate Training Calendar](#)  
[Corporate Induction Program](#)

### Glossary

[GLOSSARY FOR WHS SOP v14](#)