

**Induction and Training Procedure**

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# Induction and Training Procedure

## Purpose:

To ensure that all staff are inducted and training requirements are identified and met for all employees. Ongoing training and competency requirements will be regularly monitored to ensure all employees meet these requirements.

## Scope:

This procedure applies to staff inductions and all of the business operations that require specific training requirements.

## Procedure:

| Process | Methodology | Documentation |
| --- | --- | --- |
| Staff Training requirements | Assess current staff training and other training required for the site eg. First Aid | * Employee Training and Induction Record. |
| Undertake training as required and record training details | * Employee Training and Induction Record. |
| Induction | All staff will be inducted on commencement of work. This induction will be recorded on the Employee Training and Induction Record | * Employee Training and Induction Record. |
| At induction, copies will be made of all licences and certificates and held by the staff member and listed on the individual Employee Training and Induction Record | * Employee Training and Induction Record. |
| Site specific training | * Training of employees in performing work tasks will be undertaken by skilled and experienced operators. * Use the Safe Work Methods that relate to your Car Wash to do this. * Sit with the staff being trained and go through each Safe Work Method to ensure they understand what is required of them. * Emphasise the most important points. | * Employee Training and Induction Record. * Relevant Safe Work Methods. |
| Sessions where staff are provided with training or information related to their work are recorded on the Training-Information Session Record. | * Training - Information Session Record |
| ‘Duty of Care’ for inexperienced workers will be managed by correct supervision by experienced operators. | * Work diary/rosters |
| Staff Training requirements | Assess current staff training and other training required for the site eg. First Aid | * Employee Training and Induction Record. |
| Undertake training as required and record training details | * Employee Training and Induction Record. |