

## PURPOSE

The purpose of this procedure is to ensure that on-hire workers receive WHS induction and training.

## SCOPE

This procedure applies to:

- Recruitflex induction and training
- Host induction and training

## FORMS

- Pro02 F01WHS Host Induction Checklist

## RECRUITFLEX WHS INDUCTION

Recruitflex has a commitment to carry out our duty of care to our on-hire workers and therefore we will ensure that on-hire workers are provided with the required induction and training prior to any placement that will support the worker in doing their job safely. In carrying out our duties we will ensure that only trained and competent workers will provide on-hire workers with induction and training.

We and the host organisation have a legal obligation to train on-hire workers, this includes induction. To ensure that the required information is delivered to the on-hire worker in the induction, we have developed the following induction modules and forms:

- WorkPro Induction Modules
- Pro02 F01 WHS Host Induction Checklist

Following the interview and prior to commencement of the on-hire worker at any host workplace, the following steps are required by the consultant:

1.1 Direct on-hire worker to the company website to view WHS policies and procedures.

1.2 Direct the on-hire worker to complete the relevant WorkPro induction modules.

The following process is only required when the on-hire worker will be placed on assignment.

1.3 Verify the required WorkPro modules have been completed by the on-hire worker.

1.4 The white collar induction will include the following information:

- Generic WHS information (via WorkPro on-hire and work specific modules)
- Recruitflex policy induction (via WorkPro Recruitflex customisation)
- Any job specific training that will be provided by the host

1.5 The blue collar and remote induction will include the following information:

- Generic WHS information (via WorkPro on-hire and work specific modules)
- Recruitflex policy induction (via WorkPro Recruitflex customisation)
- Host specific information that the on-hire worker needs to be aware of including:
  - PPE requirements (if any)
  - Any hazards identified and risk control measures used at the host site;
  - Assignment safety information
  - JSA's
  - Any job specific training that will be provided by the host

1.6 Ensure that the induction is completed with the on-hire worker via WorkPro verification prior to assignment commencement

1.7 The consultant must ensure that proof of WorkPro verification is saved on file.

## WHS HOST INDUCTION

Prior to the on-hire worker commencing work at the host workplace, the following steps are required by the consultant:

- 2.1 Ensure the host provides the on-hire worker with the WHS host induction via a trained and competent host representative
  - Provide the host with a copy of the Pro02 F02 WHS Host Induction Checklist.
  - Advise the host that the Pro02 F02 WHS Host Induction Checklist must be completed prior to the on-hire worker commencing work.
  - Request that confirmation of completion of the Pro02 F02 WHS Host Induction Checklist be provided, either email confirmation or signed copy, within 2 working days.
- 2.2 Contact with the host representative, or the on-hire worker, within 2 working days of the on-hire worker commencing work at the host site, to:
  - Verify the host has provided the WHS host induction.
  - Document verification on the job order, or attached completed Pro02F02 WHS Host Induction Checklist

The host is responsible for the following:

- 2.3 The host induction program should describe and explain:
  - The requirements of the job;
  - Incident reporting procedures;
  - Host WHS policies and procedures;
  - Supervision;
  - Consultation mechanisms; and
  - How to report hazards, incidents and near-miss events.

2.4 Conducting the on-hire worker induction using the Pro02F02 WHS Host Induction Checklist..

2.5 Providing the consultant with confirmation of the completed Host Induction within 2 days of the on-hire worker commencing work on-site.

## ADDITIONAL TRAINING

In addition to the induction provided to the on-hire worker, the following steps are required by the consultant:

- 3.1 Identify in consultation with the host any specific training the on-hire worker is required to undertake that will support them in doing their job safely.
- 3.2 Refer to the following documentation to identify additional instruction and training needs of the on-hire worker.
  - Completed assignment safety information
  - Completed JSA(s)
- 3.3 Verify that the host has provided the on-hire worker with the required instruction and training that is identified in the assignment safety information and JSAs.
- 3.4 If the required training has not been provided to the on-hire worker and the on-hire worker has commenced work, the consultant must raise this matter to the immediate attention of the branch manager who will make a decision to either:
  - Remove the on-hire worker from the host site; or
  - Supply after working with the host to ensure that the on-hire worker is provided with the required training before re-commencing work on-site.
- 3.5 If the branch manager makes the decision to remove the on-hire worker from the host site, record the information on the host organisation record.