

Employee / Subcontractor Name \_\_\_\_\_

**NOTE:**

***This induction requires preparation BEFORE the day the new person starts.  
Go to the amalpest website Members Page  
(Click on the Link “Recruitment Downloads” for more instruction and downloads)***

Please complete all applicable sections...

**1 For ALL Wages & Salary Employees (Admin and Technical positions)**

Topic	<input checked="" type="checkbox"/> Done	Instructions / Points to be Covered
Personnel Details	<input type="checkbox"/>	Complete F501-9 Personnel Information Form <input type="checkbox"/> If insurance requested – provide details to Head Office Via <a href="http://www.amalpest.com.au/Members/Insurance/RequestorChangeInsurance/">http://www.amalpest.com.au/Members/Insurance/RequestorChangeInsurance/</a> <input type="checkbox"/> Retain on file
Employment Contract	<input type="checkbox"/>	Give them the <b>Fair Work Information Statement</b> (See APC website or <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> ) <input type="checkbox"/> Position/Role Description to be prepared and signed (See F501-5 Role Description Form) <input type="checkbox"/> Employment Contract to be prepared and signed (See F501-3 Employment Contract Type 1) <input type="checkbox"/> Letter of Appointment to be prepared and given to employee (if not already done) <input type="checkbox"/> File Role Description, Employment Contract and Copy of letter of Appointment in personnel file
Performance Reviews & Probation	<input type="checkbox"/>	Discuss performance review and probation with employee including when it will occur <input type="checkbox"/> Discuss what will be the benchmark for the reviews (refer to F501-2 Probationary Review Form) NB: All these performance criteria must be written into the Role Description for employee.
Superannuation	<input type="checkbox"/>	Discuss Qualifying period, Contributions (Company and employee), Super fund selection <input type="checkbox"/> Provide application forms
Tax File Declaration	<input type="checkbox"/>	ATO Tax Declaration Form to be completed
Confidentiality	<input type="checkbox"/>	F001-5 Employee Confidentiality Agreement to be prepared and signed
Employee Induction Handbook	<input type="checkbox"/>	Present the F501-46 Employee Induction Handbook
Website Login	<input type="checkbox"/>	Train new employee to how login and access the APC Extranet using <b>their username and password</b> . <input type="checkbox"/> Introduce new employee to AOS and what's available online
Day 1 Induction	<input type="checkbox"/>	Get the new employee to do the online personnel induction via the E-Learning website (Login to the APC website then go to <b>Members &gt; Training &gt; E-Learning</b> and follow the links. The login username and password is the same as the one used for the APC website. <input type="checkbox"/> On completion of each induction a 'certificate' can be printed – print these and file them in the personnel file.
Customer Management Policy	<input type="checkbox"/>	Get the new employee to read the policy <b>V776 Customer Management Policy</b>
Social Media Engagement Policy	<input type="checkbox"/>	Get the new employee to read the policies <b>V778 Keep it REAL - Social Media Engagement Policy</b> and <b>V778-1 Keep It Real - Social Media Engagement Policy Summary</b>
Corporate Communications	<input type="checkbox"/>	Get the new employee to read and sign <b>F501-48 Use of Corporate Communications</b>

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**2 For ALL Subcontractors**

<b>Topic</b>	<input checked="" type="checkbox"/> Done	<b>Instructions / Points to be Covered</b>
Personnel Details	<input type="checkbox"/> Complete F501-9 Personnel Information Form <input type="checkbox"/> Request Insurance – provide details to Head Office Via <a href="http://www.amalpest.com.au/Members/Insurance/RequestorChangeInsurance/">http://www.amalpest.com.au/Members/Insurance/RequestorChangeInsurance/</a> <input type="checkbox"/> Check Insurance Details selected and obtain approval from Risk Manager if own insurance is sought <input type="checkbox"/> Retain on file	
Confidentiality	<input type="checkbox"/> F001-4 Confidentiality Agreement to be prepared and signed NB: It is vital to sign this document if the subcontractor does not sign the F001-3 Operators Agreement on Day 1	
Subcontractors Agreement	<input type="checkbox"/> Complete F001-3 Operators Agreement and sign <input type="checkbox"/> File agreement in personnel file NB: It may not be possible to do this on day 1, if the subcontractor is undergoing additional training etc – that is why the confidentiality agreement (F001-4) above is to be signed	
Equipment Hire Agreement	<input type="checkbox"/> Complete F001-6 APC Hire Agreement (or similar document) and sign <input type="checkbox"/> File agreement in personnel file NB: This has to be signed along with the Subcontractors Agreement above	
Employee Induction Handbook	<input type="checkbox"/> Present the F501-46 Employee Induction Handbook	
Website Login	<input type="checkbox"/> Train new person how to login and access the APC Extranet using <b>their username and password.</b> <input type="checkbox"/> Introduce new employee to AOS and what's available online	
Day 1 Induction	<input type="checkbox"/> Get the new person to do the online personnel induction via the E-Learning website (Login to the APC website then go to <b>Members &gt; Training &gt; E-Learning</b> and follow the links. The login username and password is the same as the one used for the APC website. <input type="checkbox"/> On completion of each induction a 'certificate' can be printed – print these and file them in the personnel file.	
Customer Management Policy	<input type="checkbox"/> Get the new person to read the policy <b>V776 Customer Management Policy</b>	
Social Media Engagement Policy	<input type="checkbox"/> Get the new person to read the policies <b>V778 Keep it REAL - Social Media Engagement Policy</b> and <b>V778-1 Keep It Real - Social Media Engagement Policy Summary</b>	
Corporate Communications	<input type="checkbox"/> Get the new person to read and sign <b>F501-48 Use of Corporate Communications</b>	

**3 For ALL Personnel - Orientation and Workplace Introduction**

<b>Topic</b>	<input checked="" type="checkbox"/> Done	<b>Instructions / Points to be Covered</b>
Workplace tour	<input type="checkbox"/> General lay out of the premises <input type="checkbox"/> Introduction to other staff members <input type="checkbox"/> Toilets and amenities <input type="checkbox"/> Lunch / Kitchen / Tea & Coffee arrangements <input type="checkbox"/> Smoking areas <input type="checkbox"/> Car parking <input type="checkbox"/> Other items specific to your workplace NB: Map of your premises is good, Provide staff list where applicable	
Fire Drills/Alarms & Emergencies	<input type="checkbox"/> Introduction to the workplace health and safety representative <input type="checkbox"/> First Aid facilities and Who is qualified to provide first aid <input type="checkbox"/> What to do in the event of a fire <input type="checkbox"/> Location and operation of fire alarms <input type="checkbox"/> Location and type of extinguishers <input type="checkbox"/> How to use extinguishers <input type="checkbox"/> Emergency exits <input type="checkbox"/> Emergency evacuation procedure <input type="checkbox"/> Where to assemble after an evacuation NB: Have emergency numbers located near telephones, Mark assembly location on map of the premises	
Social Activities	<input type="checkbox"/> Any information of social clubs, events etc	

# AOS Form F503-1 : Personnel Induction – DAY 1

## 4 For ALL Office/Administration Positions

Topic	<input checked="" type="checkbox"/> Done	Instructions / Points to be Covered
Telephone/Internet and email rules	<input type="checkbox"/> How to use the phone system <input type="checkbox"/> How to take messages <input type="checkbox"/> Rules of use (personal calls etc...) <input type="checkbox"/> Inappropriate use of email and internet <input type="checkbox"/> Internet/Email Acceptable Usage Policy	

## 5 For ALL Technical / Operational Positions

Topic	<input checked="" type="checkbox"/> Done	Instructions / Points to be Covered
WHS Induction	<input type="checkbox"/> Done online via E-Learning <input type="checkbox"/> File the completion certificate issued by E-Learning system	
Safe Work Method Statements (SWMS)	<input type="checkbox"/> Do the Toolbox Talk for SWMS <input type="checkbox"/> File F264-6 form in Personnel File	
Safe Driving Toolbox Talk & Declaration	<input type="checkbox"/> Conduct Toolbox Talk for Safe Driving <input type="checkbox"/> Get them to complete the F764-6 Drivers Declaration Form <input type="checkbox"/> File the F764-6 Drivers Declaration Form in the Personnel File	
Training Bond Agreement (if required)	<input type="checkbox"/> Prepare <b>F001-10 Training Bond Agreement</b> for the new person <input type="checkbox"/> File F001-10 in Personnel File for reference and update.	
Prepare Specialised Training Plan (If not a trainee with APC Training)	<input type="checkbox"/> Prepare <b>F501-36 Personnel Training Plan – Technical</b> for the new person. <input type="checkbox"/> Get agreement on training time-frame and sign the training plan. <input type="checkbox"/> File F501-36 in Personnel File for reference and update.	

## 6 For ALL Personnel - Day 1 Induction Sign-Off

This statement confirms that all items covered by the checklists above have been discussed to the satisfaction of the Employer and the New Employee / Subcontractor.

Employer

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

New Employee /  
Subcontractor

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**NOTE: File this form in the personnel file.**