Induction Process Procedure

Meet & Greet

- Meet and greet other staff members
- Introduction to business and reporting structure

Paperwork

- Review of qualifications - original copies to be seen and copied including passport (signed by individual)
- New Starter Pack Filled out and assessed where needed
- Drug & Alcohol testing
- Policies, forms and procedures all ran through
- Van pack/work packs all discussed

Work Release

- Induction to contractor sites (where applicable)
- Issue of fuel cards
- Issue of contractor work tablets and training (where applicable)