



**INDUCTION POLICY**

<b>Section</b>	People & Organisational Development
<b>Contact</b>	People & Organisational Development
<b>Last Review</b>	October 2017
<b>Next Review</b>	October 2020
<b>Approval</b>	SLT 17/08/112

**Purpose:**

This policy reinforces the importance of the induction process in ensuring that people joining Massey University are able to integrate effectively into the workplace and achieve performance in their role from early in their employment.

**Policy:**

The objective of Massey University's formal induction programme is to accelerate the acquisition of the knowledge and resources new staff need to perform competently and to feel connected into the organisation.

All new staff, including casual and fixed term, will participate in a formal induction programme.

Existing staff changing locations or going into a new role will require job-specific induction.

Induction must cover all requirements outlined in the applicable induction guidelines and/or checklist.

It is the responsibility of the hiring manager to ensure that a formal induction takes place in accordance with the applicable induction guidelines and/or checklist.

The completion of induction is to be notified to the People and Organisational Development Group using the Induction Completion Checklist included in the University Induction resource.

**Audience:**

- All staff
- All hiring managers

**Relevant legislation:**

- Health and Safety at Work Act 2015
- Accident Compensation Act 2001



## **Legal compliance:**

The Health and Safety at Work Act 2015 (“the Act”) requires in section 36(3)(f) that workers are to be given any information, training, instructions or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the University’s business.

In an induction this would include information on what to do in an emergency, hazards that might harm workers and how the risks are being managed, any procedures for such hazards, what personal protective equipment is needed, what facilities are available, and instruction on the safe use of substances, plant and structures.

Workers are also required to ensure they complete their induction. Section 45 – ‘Duties of workers’ in the Act states that while at work, a worker must (among other things) —

- (c) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU\* to allow the PCBU to comply with this Act or regulations; and*
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.*

\* NB: PCBU in the Act means a “Person Conducting a Business or Undertaking”.

The Accident Compensation (work account) Regulations (issued each year) allow for a down adjustment of levies subject to audit of safety systems. This is due for replacement at the end of 2019, and it is expected that any replacement will maintain the current requirement that induction is a basic requirement of the safety system.

## **Related procedures / documents:**

[Joining Massey – Manager Guideline for Staff Induction](#)

[Joining Massey - Managers Induction](#)

[Casual Employees Personal Information Declaration and Induction Completion](#)

[Performance and Development Planning Policy](#)

[Performance and Development Planning and Review Procedures](#)

## **Document Management Control:**

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Authorised by: Assistant Vice-Chancellor, People & Organisational Development

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