

Induction Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Contractor Induction (High Risk)

About This Module

This module has been designed to give you the knowledge and skills you need to manage health and safety hazards and risks and stay safe on our work sites.

This module has been divided into three units:

1. WHS Responsibilities
2. Safe Work Practices
3. Incidents and Emergencies

You should allow approximately 30 minutes to complete this module.

Contractor Induction (Low Risk)

About This Module

This module has been designed to develop your awareness and understanding of your WHS obligations while working with our organisation.

This module is divided into three units:

1. Work Health and Safety Overview
2. Hazard and Risk Management
3. Emergencies

You should allow approximately 30 minutes to complete this module.

Manager Induction

Introduction

As a Manager in our organisation, you play a critical role in implementing our organisation's policies and procedures and influencing how staff behave.

Whether you are a first time manager or have vast experience, it is essential that you familiarise yourself with our organisation's culture and governance arrangements. You will also need to understand the breadth of your responsibilities and our organisation's expectations of you.

This induction has been designed to provide you with practical information to support your transition into your managerial and leadership role.

About This Module

This module is divided into three units:

1. Frameworks and Policies
2. Business Management
3. People Management

You should allow approximately 30 minutes to complete this module.

Office Induction HR (Video)

About This Module

Our organisation has adopted policies and procedures that aid in creating a professional, respectful and safe work environment for all. It is vital that our employees understand and uphold our policies and procedures. We have developed this module to inform you about our organisation's policies and procedures and what we expect of you.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Site Induction

About This Module

Welcome to our site. We hope that your time here will be a rich and rewarding experience.

This module has been designed to provide you with an overview of our site, as well as important information you need to know about the systems and processes we use.

This module is divided into three units:

1. Introduction to Our Site
2. Expected Standards of Behaviour
3. Emergency Preparedness

You should allow approximately 30 minutes to complete this module.