

## INDUCTION POLICY

<b>Section</b>	People & Organisational Development
<b>Contact</b>	People & Organisational Development
<b>Last Review</b>	April 2014
<b>Next Review</b>	April 2017
<b>Approval</b>	SLT 14/04/87

### 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 by new Massey people, of the knowledge and resources they need to perform competently and to feel connected into the organisation.

All new staff, including casual and fixed term will be formally inducted.

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 managers

### Relevant legislation:

Health and Safety in Employment Act 1992  
Accident Compensation Act 2001

### **Legal compliance:**

The Health and Safety in Employment Act 1992 requires:

S:12 Employees to be given information about what to do in an emergency, hazards that might harm them and what to do about the hazards, hazards that might harm others and what to do about those, where clothing, facilities, equipment, materials are kept.

S:12 Training of employee or supervision so they don't harm themselves or others (this is sort of post induction and should be picked up in PRP policy).

The Accident Compensation (work account) Regulations (issued each year) allow for a down adjustment of levies subject to audit of safety systems. 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:**

Prepared by: Senior Human Resources Advisor

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

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