



A.B.N. 43 009 438 073

AU07899

AUSTRALIAN AIRCONDITIONING  
SERVICES PTY. LTD.

42 INDUSTRY STREET  
MALAGA WA 6090

TELEPHONE: (08) 9209 2520

FACSIMILE: (08) 9209 2530

Email: [aas@aust-aircon.com.au](mailto:aas@aust-aircon.com.au)

Web: [www.aust-aircon.com.au](http://www.aust-aircon.com.au)

FAMILY	Occupational Safety & Health		
PROCEDURE	OSHpro3	Rev 1	17 Aug 2011
SUBJECT	New Employee Safety Induction		

### **Receiving New Employees. (Including WEP [Work Experience Persons])**

This procedure supports 9.3 of Australian Airconditioning Services Safety Management Plan and addresses only the Safety and Health component of Induction. General conditions of employment are accommodated under General Induction.

1. A new employee or WEP shall, prior or on their first day of work at AAS, be in receipt of the following OSH documents.

- 1.1 AAS Workplace Safety Handbook.
- 1.2 AAS GENpol1, 'Drug and Alcohol in the Workplace' policy.
- 1.3 AAS Form OSHfap5, 'Site Safety Induction for AAS Staff'
- 1.4 AAS Form OSHfap9, 'Medical Emergency Planning'
- 1.5 AAS Letter of Introduction, 'Your Safety at Australian Airconditioning Services'.

2. All documents referred to at '1.1 – 1.5' of this procedure shall be made available to the new employee or WEP to permit scrutiny, understanding and completion of the documents (where appropriate) within sufficient time before commencement of duties.

3. On the first day of work attendance, the new employee or WEP shall participate in Safety Induction with AAS Management. Satisfactory completion of the Induction and required fields in documents 1.1 -1.5 is mandatory before the new employee or WEP is permitted to commence work duties.

END OF PROCESS.

Form	OSHpro1	1/1
Rev	A	19 Jul '11