

## EMPLOYEE INDUCTION TRAINING

Employee Details	All Service Engineers (List Attached)
Department	Service Department
Reports to	Mr. Shankar Patil

### Explain:

- Nature and structure of the business
- Key roles in the organization
- Job description, responsibilities, and delegations
- Where to find important documentation, e.g., policy and procedure manuals
- Probationary period, objectives, and review date
- Working hours and breaks
- Leave entitlements and leave requests/notifications
- Out of hours emergency contacts and procedures
- Salary, allowances, and payment arrangements
- Taxation, including completion of required forms
- Superannuation and other deductions, including completion of required forms
- HR policy and procedures
- Health and safety roles, processes, incident reporting and workers' compensation
- Emergency procedures
- Security procedures
- Potential job hazards and mitigation strategies



**Show:**

- Location of first aid facilities
- Locations of emergency exits, fire extinguishers and other emergency equipment

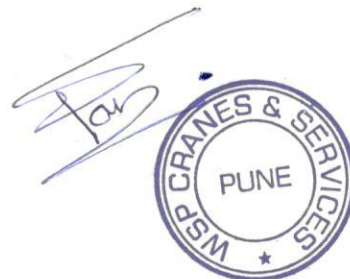
**Introduce to:**

- HOD
- Registrar
- Co-workers and colleagues

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**Review Follow-up**

- Review work practices and procedures listed above
- Answer and ask questions
- Repeat any training and arrange additional training as required





# WSP CRANES & SERVICES

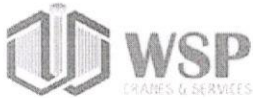
## Inductor Sign-off

I hereby certify that I have explained all policies, procedures and other information contained in this document and have offered an opportunity for the employee to ask me any questions relating to this information:

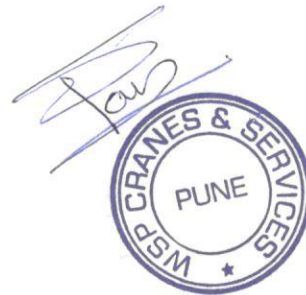
Conducted by: **MR. Sandip N Sutar**

Date: 01/03/2022

Signature: \_\_\_\_\_



Gat No. 211, Chikhali- Moshi Road,  
Diamond Chowk, Near Choudhari Weigh Bridge,  
Chikhali, Tal. Haveli, Dist. Pune 411062





## WSP Cranes & Services

Sr.No.	EMP.NO.	NAME
1	WSP002	SUBHAS PATIL
2	WSP028	JIVAN HAJARE
3	WSP033	SAMIJ KHAN
4	WSP045	VINEET KUMAR MOURYA
5	WSP048	SUNIL KUMAR
6	WSP051	AKSHY CHAUDHARI
7	WSP052	ATUL PATIL
8	WSP056	VIVEK GONBARE
9	WSP062	SANDIP SUTAR
10	WSP064	RAJESH MANE
11	WSP070	RAMESH MALI
12	WSP072	SUDARSHAN HAJARE
13	WSP084	RAKIBUL KHAN
14	WSP087	KANTESWAR ROY
15	WSP090	KAMLESH YADAV
16	WSP093	RISHI BAITHA
17	WSP095	SHRIKRISHANA KHANDEKAR

