



CLASSIC INDUSTRIAL SERVICES

Contractor induction training is a process that introduces new contractors to the workplace, their role, and safety procedures. It can include:

- **Safety**

Topics such as risk awareness, safe work procedures, and how to use PPE

- **Policies and procedures**

An introduction to the company's policies and procedures, including import policies and site-specific materials

- **Workplace introduction**

A tour of the workplace, including where to find the first aid box, fire exits, and kitchen facilities

- **Role and expectations**

A meeting to explain the employee's role, responsibilities, and how their work contributes to the company

- **Induction pack**

A folder with relevant written information, such as a glossary of terms, an organization chart, and statutory procedures

Induction training is also known as onboarding or orientation. It's usually part of the first few weeks of employment and is designed to help new employees feel comfortable and capable.

Some tips for induction training include:

- **Using a variety of media, such as video presentations and interactive games, to make learning more engaging**
- **Providing printed materials, such as workbooks, manuals, and handouts, so employees can refer to them after the program**



Yours Faithfully.