



## Workplace Induction Handbook

The purpose of Concept's Workplace Induction Handbook is to provide all our employees with an outline of requirements and to promote the establishment of a safe and healthy workplace.

**Our goal is to:**

- Provide a safe and healthy work environment
- Minimise the environmental impact of our activities and operations
- Promote opportunity and equality
- Provide quality service to our clients/customers

To achieve our goals we must strive to establish a high and constant level of safety and control in the workplace, which can only be achieved with understanding and co-operation from everyone.

This handbook provides not only for the control of the physical working environment and work methods, but also for the consultation and discussion between Concept, our employees, clients, customers and associates.

In the event of an injury it is Concept's responsibility to co-operate in a rehabilitation program when recommended as part of a recovery program.

If you have trouble understanding any of the terminology used in this handbook, please ask our staff at Concept.

Employees working for Concept are responsible for ensuring that the policies and procedures contained within this handbook are applied to the sections of all jobs.

We are also committed to providing a safe working environment, be clear on instruction and training and use correct personal protective equipment.

All plant and equipment supplied or used by any employee must be safe, appropriately serviced and maintained, comply with legislative requirements, be tested and tagged and have certification and instruction for use where required. All employees **MUST** work safely at all times, refrain from any illegal practice and not place themselves or anyone else at risk.



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# Student Induction Handbook

**RJ Alexander**



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### **Student Induction Handbook Introduction**

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