Recruitment and Training Management Procedure

Contents

1. Purpose

This Recruitment and Training Procedure has been designed to define and outline the requirements of The Pandanus Workforce in relation:

- Recruitment;
- Verifications;
- Induction; and
- Training.

This procedure has been developed to enable the monitoring of safety, health and environmental performance, and compliance with relevant Procedures, Acts, Regulations, Codes of Practice, and client requirements.

2. Scope

This procedure applies the recruitment and training of all Pandanus Workforce Employees. If there is any conflict or inconsistency between this procedure and Client requirements or local regulatory requirements, approval must be sought from the Managing Director to proceed.

3. Definitions, Acronyms and Abbreviations

Term	Definition
Competency	The skills, abilities, knowledge, and behaviour to enable a person to act effectively in a job.
Position Description	A written statement of a specific job including purpose, responsibilities, scope and working conditions.

4. Roles and Responsibilities

2.1. Managing Director

- Employ and appoint suitably qualified personnel to enable the establishment, implementation, monitoring and review of the processes outlined in this procedure.

2.2. Operations Manager

- Ensure sufficient resources are provided to implement, monitor, and review this procedure.

2.3. Site Manager

- Ensure selection criteria such as skills and qualifications are available for use in relevant job descriptions.
- Monitor compliance with workplace competency requirements.

2.4. Site Supervisors
- Identity requirements and competency for roles.
- Ensure competencies are verified prior to commence work.
- Ensure all inductions are completed prior to work commencing.
- Assisting in the development of training need analysis.

2.5. HSE Managers
- Advising on rules, regulations, and standards to assist in the implementation and development of this plan.
- Audit and monitor/evaluate training and compliance with this plan.

2.6. Human Resources
- Providing support throughout the recruitment process and for co-ordinating the use of external recruitment agencies and consultants.

2.7. Employees
- Attending training when required.

5. Recruitment

5.1. General

All personnel involved in any part of the recruitment process will adhere to all legal regulations.

All prospective employees for this work will be subject to the Pandanus Workforce recruitment procedures.

5.2. Selection Process

Pandanus Workforce Solutions' objective is to select the best people for the position having regard to their qualifications and experience.

In order to select the best person for the role, Pandanus Workforce Solutions' selection process will include: -

- Face to face interviews; and
- Reference checking.

The Pandanus Workforce will send a successful applicant a written offer of employment subject to (for example) successful completion of a pre-employment medical.

5.3. Pre-Employment Forms

The Pandanus Workforce requires all employees to complete the following via our Applicant Tracking system (ATS) prior to commencing employment with The Pandanus Workforce;

1. Employee Details;
2. Tax File Declaration and Superannuation details;
3. Pre-employment medical questionnaire;
4. Upload all relevant Qualifications, VOC's (12' month's expiry) and licences.

5.4. Fitness for Work and Medical

The Pandanus Workforce is determined to ensure that all personnel are fit to perform the tasks associated with their role. Depending on specific client requirements, potential employees will not be offered employment until they have successfully passed an approved medical assessment, functional assessment, and drug and alcohol test. The medical must be undertaken by a recognised medical practitioner and the results of which are verified prior to an employee's commencement on site.

5.5. Contract and Position Description

After passing a medical, potential employees will be provided with an employment contract incorporating a position description. The contract and position description will outline the minimum requirements of the role and must be signed by the potential employee.

5.6. Personal Protective Equipment

The Pandanus Workforce will issue the following Personal Protective Equipment to each employee:

- White Hard Hat (with brim)
- Safety glasses to Australian Standards AS1337
- Toe-protected, ankle high safety boots (Lace up only)
- Gum Boots
- High visibility long sleeve shirts with collar and UV protected UPF 40-50
- Long trousers
- Pair safety gloves (Rigger's gloves)
- Ear plugs

5.7. Verify Qualifications/Tickets

An employee will not commence employment until their qualifications (including tickets) have been cited, verified, and saved on file. Copies of qualification/s will be placed on the employee's file and recorded in the skills matrix.
It is mandatory that all employees have:

- A Construction White Card (White Card'); and
- Current Drivers license

5.8.   Recognition of Competency

The Pandanus Workforce will only recognise qualifications once an employee has demonstrated competency pertaining to that qualification/ticket. Each Employee must demonstrate through a 'Verification of Competency' (VOC Process) that they are competent to operate the machines in which they are hired to operate.

The 'competency verification' must be conducted by a Site Supervisor and Trainer and Assessor.

5.9.   Inductions

All employees, to our client site must successfully complete induction training prior to commencing work. The induction will include *inter alia* a summary of their roles and responsibilities, and safety requirements of the site.

The types of inductions required by Pandanus Workforce include:
- Company Induction
- General (Site) Induction
- Client Induction
- Visitor Induction
- Workplace Specific

5.9.1.   Client Inductions

All employees are required to complete the relevant client induction.

5.9.2.   General (Site) Induction

The General (Site) Induction will include the following topics:
- Emergency procedures
- Incident/Hazard/Observation Reporting and Investigation
- Applicable hazards
- Personal Protective Equipment requirements
- Cultural awareness
- First Aid awareness
- Basic Fire Extinguisher awareness
- Safe Work Method Statements
- Standard Operating Procedures
- Environmental awareness
- IVMS and demerit points

5.9.3.   Workplace Specific Induction

Workplace Specific Induction training will include:
- Area specific emergency procedures
- PPE and safety rules
- Hazards pertinent to the area and the associated control measures
- Task or job specific training and associated assessment

6. Training

### 6.1.	Safety Training Requirements

The safety training requirements differ for Managers and Supervisor to Employees

### 6.1.1.	Managers and Supervisors

Managers and Supervisors must have knowledge or be trained in the following aspects of Safety:
- Health and Safety requirements including legislation, regulations, and policies and procedures
- Roles and responsibilities
- Hazard management (identification, risk assessment & control) (S1)
- Incident reporting and investigation (S2)
- Communication of Information (S3)
- Completing Job Safety Analysis.

### 6.1.2.	Employees

All employees and contractors must be trained in:
- Safe operating procedures and work instructions;
- Site rules and requirements
- Plant & Equipment operation (where applicable to a task)

### 6.2.	Identifying Training Needs

Employee training needs must be identified for each Pandanus Workforce employee. General competencies, qualifications and/or experience required for a position are outlined in the relevant position description.

Considerations to be taken into account when identifying employee's individual training needs are:
- Qualifications and licences to undertake a task
- Legislative training requirements
- Additional duties which the employee may perform, i.e. Emergency Response
- Career development
- Results of conceptual hazard/risk assessments
- Trend resultant from incident and injury statistics
- Operational requirements
- Results from audits

### 6.3.	Training Matrix

Managers and Supervisors shall ensure that all training needs are identified in their respective areas which will be recorded in the Training Needs Matrix. The Pandanus Workforce Training Matrix must include particulars of the training required, name, position, and competency.

6.4.   Competency & Competency Based Assessment

Where training needs have been identified, employees shall be given adequate instruction, training, and retraining. Employees will be assessed and reassessed to ensure they are competent to perform the tasks required of them.

Employees of The Pandanus Workforce that require a new ticket must first complete an internal competency assessment which is sent to our Registered Training provider (RTO). The individual will then be assessed to be awarded an RII ticket. Personnel must retain this ticket at all times. A copy of the ticket will also be retained in the employee file and on the skills matrix.

7. Performance Reviews

Performance reviews of all employees will be conducted by Human Resources or the Managing Director on an annual basis. The performance review will be completed in the prescribed form and must assess the employee's safety performance.

8. References

- AS/NZ 4804 Occupational Health and Safety Management Systems

- ISO 14001:1996 Environmental Management Systems

- Safety Management Plan

- Human Resource Management Plan

9. Records and Documentation

Qualifications, tickets, training records and assessment results must be recorded in the On-Country Workforce Solutions 'People Operating Platform' (POP) within Individual employee file and recorded in the Training Matrix.

10.   Audit and Review

This document is to be reviewed annually, or when any change in the process occurs.