Process Definition PR-PRC-004
Inducting a New Employee

1. SUMMARY

1.1. This document defines the Screening a New Employee process in detail.

1.2. The relationship between this process and the other processes within the Pure Rail management system is illustrated in the process flow map included in the **Pure Rail Quality Manual.**

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/01/2016	Original issue.	Kyle Devine
2	07/01/2018	Review for relevance	Kyle Devine
3	08/01/2020	Review for relevance	Kyle Devine
4	01/12/2021	Updated document numbering, formatting and references to relevant controlled document numbers added.	Kyle Devine

3. PROCESS DEFINITION

3.1. The purpose of the Inducting a New Employee is to validate and understand the experience and competency of the individual. This will enable Pure Rail to match the employee to the correct assignment.

4. PROCESS OBJECTIVES AND METRICS

4.1. Process objectives for this process are defined in records of management review; see the documented procedure **Management Review.**

4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in records of management review.

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

5.1. The owner of this process are the Directors.

6. TYPICAL PROCESS INPUTS

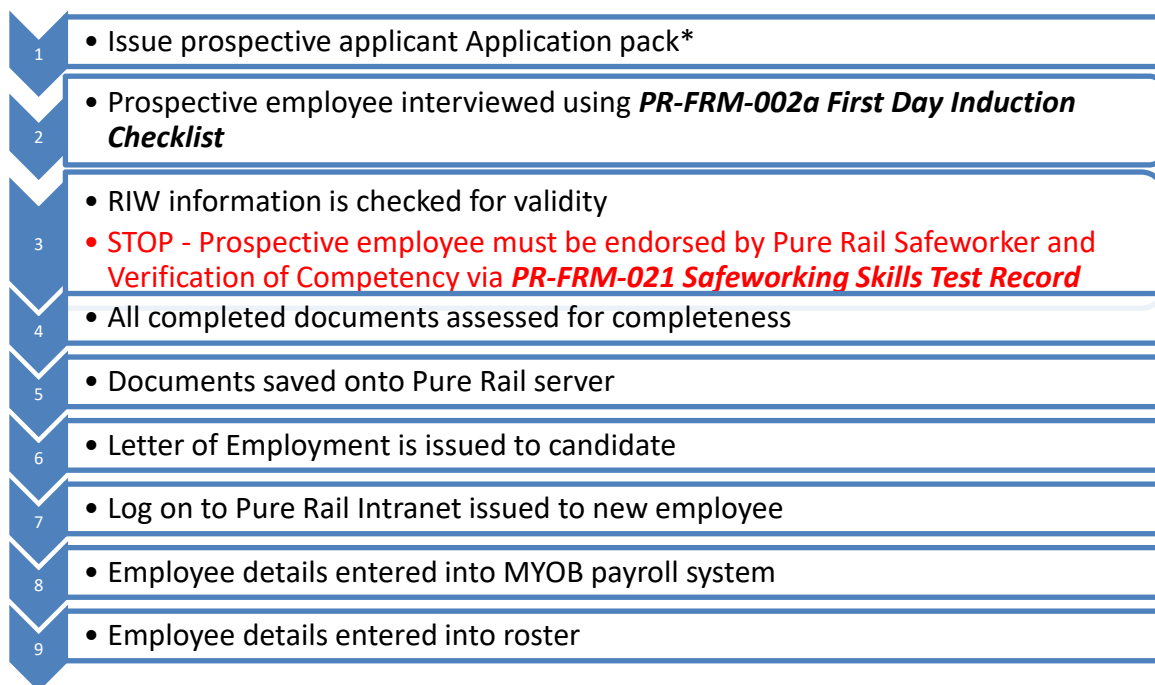6.1. The typical required inputs for this process are:

6.1.1. Forms required (Application pack*):

- **PR-FRM-009 Casual Employment Form**
- ATO Superannuation Standard Choice form
- ATO Tax File Number declaration

6.1.2. Technical information needed:

- RIW qualifications

- Experience in the different networks

- Experience taking out Work on Track authorities

- References from colleagues

TYPICAL PROCESS STEPS

6.2. Process map.

1	• Issue prospective applicant Application pack*
2	• Prospective employee interviewed using *PR-FRM-002a First Day Induction Checklist*
3	• RIW information is checked for validity • STOP - Prospective employee must be endorsed by Pure Rail Safeworker and Verification of Competency via *PR-FRM-021 Safeworking Skills Test Record*
4	• All completed documents assessed for completeness
5	• Documents saved onto Pure Rail server
6	• Letter of Employment is issued to candidate
7	• Log on to Pure Rail Intranet issued to new employee
8	• Employee details entered into MYOB payroll system
9	• Employee details entered into roster

7. TYPICAL PROCESS OUTPUTS

7.1. The typical results (outputs) of the process are as follows:

7.1.1. Documents or technical information produced:

- RIW currency

7.1.2. Records produced:

- *PR-FRM-009 Casual Employment Form*

- ATO Superannuation Standard Choice form

- ATO Tax File Number declaration

- *PR-FRM-002a First Day Induction Checklist*

- *PR-FRM-021 Safeworking Skills Test Record*
- Letter of Engagement
- Roster entry and MYOB payroll entry

8. RELATED RISKS

8.1. The following risks are identified related to this process.

8.2. Management may elect to conduct a formal risk assessment for any of these risks; the preferred method of risk assessment is indicated herein.

Risk	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Unqualified employee	3	3		Employees qualifications checked on RIW
Inexperienced employee	3	3		Interview
Employee unfamiliar with certain locations	3	2		Interview
Employee unaware of policies and procedures	3	2		Logon for Pure Rail intranet provided