

Induction into emergency responses

Personnel working in NSW Department of Primary Industries (DPI) emergency responses must be inducted prior to commencing duty. The multiple levels of induction are listed below.

1. Induction in DPI responses

- Covers personal administration, work health and safety requirements, information and communication systems, notification, organisational structure and roles.
- Accessible as an online module through [EMtrain](#).
- Records of completion are captured in EMtrain.
- Must be completed prior to participating in any response.
 - Logistics to ensure completion prior to commencing first shift.

2. Response specific induction

- Covers safety procedures and plans ([Emergency procedures for EOCs and field sites](#)) including a site tour, and response situation update including hazard information, organisational structure, key personnel, contact details and locations (including maps). Complete [response induction checklist](#) for each induction session.
- Delivered in person and coordinated by Logistics (usually conducted at a control centre) with specific information delivered by relevant personnel
- A record is retained (similar to a [sign-on register](#)) with ID numbers recorded (or photo ID cards can be scanned into a spreadsheet).
- Must be completed on first arrival in an area of operation, including first responders on the initial shift and must be repeated for each area visited.

3. Function and role induction

- Covers the role and structure of the function, your role and duties including relevant procedures, chain of command, communication including contacts, reporting, safety and hazard specific information (including acknowledging risk assessments), supervision and training arrangements, allocation of resources (e.g. phones, personal protective equipment [PPE]).
- Conducted by your direct supervisor or person appointed by the officer responsible for the Function.
- A record is retained that includes information covered and personnel in attendance. Records may be the supervisor's event log, [sign-on register](#) or scanned ID cards.
- Must be completed prior to commencing duties. Relevant parts should be completed again if your role changes.

4. Contractor induction

- Specifically for contractors, similar to the function/role induction above.
- Covers information on the [contractor induction checklist](#), the situation, hazard and specific duties.
- Conducted by the role responsible for the contractor or at the site the contractor is assigned to. In some circumstances, the contractor induction checklist may be initiated at a control centre with the site specific (i.e. field site) information provided via a briefing from the site supervisor.
- A record is retained that includes information covered and personnel in attendance. Records may be the [contractor induction checklist](#), supervisor's event log, [sign-on register](#) or scanned ID cards.
- Must be completed prior to commencing duties.

5. References

- [Contractor induction checklist](#)
- [Emergency management procedures – Work health and safety](#)
- [Emergency procedures for EOCs and field sites](#)
- [EMtrain](#)