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Document Title	Employee Recruitment, Onboarding & Induction Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

This procedure outlines the requirements for recruiting, onboarding and inducting employees to ensure workers are suitably qualified, competent and informed of their responsibilities before commencing work with Brendan McKenna Earthmoving.

Scope

This procedure applies to all employees, apprentices, trainees, labour hire personnel and other workers engaged by Brendan McKenna Earthmoving.

Responsibilities

The following responsibilities apply to the recruitment, onboarding and induction process.

Role	Responsibilities
Director	Approve recruitment requirements and provide adequate resources.
Operations Manager	Identify staffing requirements, participate in recruitment activities, interview applicants and approve suitable candidates for employment.
Administration Team	Advertise positions, prepare employment documentation, collect onboarding records and maintain employee files.
Health & Safety Representative	Conduct employee inductions and maintain induction records.
Employee	Provide required documentation, participate in onboarding and induction activities and comply with company requirements.

Procedure

The following steps shall be completed when engaging a new employee.

Step 1 - Recruitment & Selection

The Operations Manager identifies workforce requirements, the Administration Team advertises the position and coordinates applications, and the Operations Manager conducts interviews and selects a suitable candidate.

Step 2 - Employment & Onboarding

Employment documentation is issued and the Administration Team collects and verifies licences, White Card (where required), qualifications, competencies, emergency contacts, tax, superannuation and other required employment documentation. Employees are provided with the Employee Handbook, relevant Fair Work information, employment conditions, company policies and expectations relating to confidentiality, privacy and workplace conduct. Employee records are then established and maintained.

Step 3 - Employee Induction

The Health & Safety Representative (HSR) conducts the employee induction using HS-FO-007 New Employee Induction Form and provides information regarding company expectations, workplace health and safety requirements, environmental responsibilities, emergency procedures, reporting requirements and fitness for work obligations.

Step 4 - Access to Company Systems & Information

Employees are provided access to the MCK Group App and instructed on how to access relevant procedures, SWMS, risk assessments and operational documents. Individual acknowledgement of each document is not required.

Step 5 - Site Familiarisation & Commencement of Work

Employees are shown workplace facilities, emergency equipment locations, first aid facilities, muster points, amenities, traffic routes and site-specific hazards. Employees may commence work once onboarding and induction requirements have been completed.

Records

The following records shall be maintained as evidence of recruitment, onboarding and induction activities.

Record	Responsibility	Retention Location
Employment Application Records	Administration Team	Personnel File
Employment Documentation	Administration Team	Personnel File
Licences and Competencies	Administration Team	Personnel File / Training Competency Register
HS-FO-007 New Employee Induction Form	HSR	Personnel File
Training and Competency Records	Administration Team	Training Competency Register

Related Information

- HS-FO-007 New Employee Induction Form
- HR-SD-001 Employee Handbook
- HS-PO-001 Health, Safety & Environmental Policy
- HS-PO-003 Environmental Policy
- HS-PO-004 Quality Policy
- BME IMS Register -Training & Competency Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- HS-PO-010 Code of Conduct Policy
- HR-PO-003 Social Media & Electronic Communications Policy
- Fair Work Information Statement
- Casual Employment Information Statement (where applicable)

Review & Revision

This procedure shall be reviewed every two years or earlier following legislative changes, organisational changes, audit findings, incidents or identified improvement opportunities.