QuickInduct©

Information Guide

*Quick*Fire Emergency Management are in the process of streamlining our compliance programs and we are pleased to announce the launch of a new online induction program - *Quick*Induct© – now available for existing clients.

*Quick*Induct© is designed to provide immediate compliance (for Fire & Emergency Response) for NEW employees commencing employment with your organisation – prior to undertaking face to face training.

*Quick*Induct© is a user-friendly program that provides site specific information for new employees tailored to specific levels listed in the Emergency Plan for each facility.

*It should be noted that the Quick*Induct© *Program does not negate the requirements for employees to undergo face to face training every 12 months. Quick*Induct© *is designed to adhere to the legislative compliance requirements of the WH&S Act and Regulations 2012, with regards to staff induction.*

*Quick*Induct© has been designed with two (2) levels for general staff and a separate level for Chief Wardens.

*Quick*Induct© - Level 1

Aimed at general employees – Wardens and Area Wardens. It provides employees with a basic knowledge and understanding of the emergency response profile in their new workplace. The expected completion time of the level 1 induction is approximately 30 minutes. At the completion of this program a new employee will receive a **3-month compliance period** for the target facility along with the site-specific knowledge required to respond to fire and other emergencies.

*Quick*Induct© - Level 2

Provides more detail and information in relation to the various emergency features within a building, how they work in an emergency and what response is required. Expected completion time of Level 2 induction is approximately 45 minutes. At the completion of this program a new employee will receive a **9-month compliance period** for the target facility along with the site-specific knowledge required to respond to fire and other emergencies.

*Quick*Induct© - Chief Warden

Similar to the level 2 general staff program however will have more specific features tailored to the role of Chief Warden. Additionally, we will build on the Chief Warden program adding video and audio to further enhance the Chief Warden induction experience.

*Quick*Induct© - Gap

Whilst employees will need to undertake the full induction program at their primary work site, this program will allow new employees working at multiple sites to undertake a shortened version for their secondary site. This should only be 10 minutes in duration.

Following the successful completion of a **Level 1** program, new employees who are unable to undertake face-to-face training within 3 months, can undertake the **Level 2** program. If an employee's emergency role is marked as a Chief Warden, they will be directed to the **Chief Warden** program. At the successful completion of an induction program a certificate is provided to the employee and the Building/Organisation Admin will be provided with an email notifying them as each employee completes the program.

*Quick*Induct© - COST - An annual subscription fee of $600 - which includes technical support and assistance from *Quick*Fire Emergency Management administration staff.