



Policy Directive 57

Induction program for persons working in prison

Legislation referred to: [Occupational Safety and Health Act 1984](#)

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1. Objectives

- To provide and maintain, so far as practicable, a safe work environment.
- To provide persons working in prisons such information, instruction and training as is necessary to enable them to perform their work in a safe manner.

2. Authority

The [Occupational Safety and Health Act 1984](#) (the Act), requires that the Department shall, so far as is practicable, provide and maintain a working environment in which persons working in prisons are not exposed to hazards.

In addition, the Act requires that the Department shall, so far as is practicable, provide such information, instruction, and training to, and supervision of, persons working in prisons, as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards.

For the purpose of the [Occupational Safety and Health Act 1984](#), the Designated Superintendent or Branch Manager is considered to represent the employer and is the

person having control of the workplace. As such, the Designated Superintendent / Branch Manager may delegate roles and functions to officers under their control; however responsibility for ensuring compliance remains with the Designated Superintendent / Branch Manager.

3. Application

This Policy Directive applies to all people seeking to enter a prison who are:

- employed on a full-time, part-time or casual basis by the Department
- in paid or unpaid employment for the Department
- employed directly or indirectly by the Department, or
- employed by another organisation but work within a prison.

The processes described in this directive do not apply to those employed under the Gaol Officers Award 1998. These officers shall receive similar information through an approved training course and prison orientation arranged through the Training and Development Branch.

4. Definitions

Induction	Generic information related to all prison work places
Orientation	Specific information related to a particular prison or site or job

5. Permanent employees and fixed term employees (full-time, part-time or casual)

5.1 Permanent Employees

The Department of Corrective Services shall provide prospective employees applying for positions within prisons, information about the potential hazards of the workplace and induction programs available as part of the application package. Upon notification of appointment, all employees shall receive pre-commencement information.

At commencement in a position, the Superintendent / Branch Manager of the prison (or section) shall ensure that the person undertakes an approved induction program (Staff induction Program). In addition, the Superintendent shall arrange an orientation (Prison Orientation Program).

New appointees shall not work unsupervised or move about a prison unless under escort by a Prison Officer or under direct supervision of senior staff until completion of the appropriate induction and orientation material.

6. Volunteers

Persons working in prisons as volunteers shall receive induction and orientation information as if they were a casual employee of the Department (See Section 5).

7. Service Providers

Persons from both government and non-government organisations, which provide services to either prisoners or prisons, shall receive pre-commencement information upon requesting permission to enter the prison. This information shall permit them to enter a prison, but work only under escort of a Prison Officer or the direct supervision of other Departmental staff.

Where the service is likely to be of an ongoing nature and requires contact with prisoners or involves working in areas of the prison that prisoners normally access, the Superintendent shall provide additional induction material (Staff Induction Program) and an orientation (Prison Orientation Programme) taking into account the nature of the work and the risks associated with performing that work in a prison.

8. Contractors and Trades People

During the advertising of a contract for works inside a prison, or during the calling for expressions of interest for inclusion on a panel of contractors that may perform work inside a prison, the Department shall provide prospective contractors and tradespeople with information about the potential hazards and the induction processes of the workplace as part of the information package.

Upon being awarded a contract, all contractors and tradespeople involved as part of the work shall receive pre-commencement information.

The responsibility for ensuring that all tradespeople receive the pre-commencement information is the responsibility of the person awarded the contract. Persons who have not received the information will not be granted entry to the prison.

This information shall permit them to enter a prison, but work only under escort of a Prison Officer or the direct supervision of other Departmental staff.

Where the contract is likely to be of an ongoing nature or involves working in areas of the prison that prisoners normally access, the Superintendent shall provide additional induction material (Staff Induction Program) and an orientation (Prison Orientation Program) taking into account the nature of the work and the risks associated with performing that work in a prison.

9. Approved Induction Program

9.1 Information to Job Applicants

The induction information provided to job applicants as part of the application package shall include but not be limited to:

- prisons are hazardous workplaces
- obligation of the Department of Corrective Services to manage hazards
- obligation of employees to follow instructions to manage hazards

- induction and orientation processes
- Police Clearance

9.2 Pre-Commencement Information

Prior to entering a prison, employees shall receive information including but not limited to:

- [Occupational Safety and Health Act 1984](#)
- [Operational Instruction 17](#)
- authorised Items
- general Instructions
- searches
- personal property
- identification
- trafficking
- relationships and communication with offenders
- movement within the prison
- further induction processes

People that require additional information shall contact the prison they wish to enter for further assistance.

9.3 Staff Induction Program (Non-custodial Staff)

Upon commencing employment (contract or activity), the employee (contractor, tradesperson, volunteer or service provider) shall undertake an induction program including but not limited to:

- [Occupational Safety and Health Act 1984](#)
- [Public Sector Management Act 1994](#), [Prisons Act 1981](#) and [Prisons Regulations 1982](#)
- Department Rules, Directives and Instructions
- [Operational Instruction 17](#)
 - authorised items
 - general instructions
 - searches
 - personal property
- identification and ID Cards
- trafficking
- Code of Ethics / Code of Conduct
- relationships with offenders
- Prison Emergencies
 - types of emergencies
 - emergency codes
 - actions during emergencies
- personal duress alarms and radios
- issue and security of keys

- movement about the prison
- computer security
- standards of dress and types of clothing
- reporting information
- situation awareness
- prisoner characteristics
- confidentiality
- employee welfare and Prime
- orientation program - prison specific

10. Prison Orientation Program

Each prison site shall develop an orientation program for all people commencing / or transferring to their prison. The Prison Orientation Program shall include but not be limited to:

- relevant parts of standing and local orders
- relevant parts of Unit Management Plans
- protocols - addressing people and actions
- jargon and abbreviations
- ID cards
- keys and security access
- telephone policy, standards and information
- other communications, radios and pagers
- personal duress alarms and radios
- Occupational Safety and Health Representatives,
- identified hazards and controls
- incident, accident and hazard reporting
- smoke free environment - government buildings
- prison security
- tour of facility and map
- daily routine
- emergency and evacuation procedures
- first aid and medical treatment
- cross cultural awareness
- grievance procedures
- staff support
- motor vehicles
- useful contacts and mentors
- other information and where to find help.

11. Volunteers, Service Providers, Contractors and Tradespeople

Persons not directly employed by the Department shall receive pre-commencement induction materials prior to entering a prison. Persons wishing to enter a prison shall familiarise themselves with the relevant information sheet.

The Superintendent of the prison shall determine, taking into consideration the nature of the work performed and the risks associated with performing work in prisons, which components of the Staff Induction Program and Prison Orientation Program a person needs to undertake.

12. Work Specific Orientation

Area managers shall provide a work specific orientation program in line with Department policy.

13. Other Training Programs

The Training and Development Branch shall from time to time offer additional training to all staff in other aspects that improve staff safety. All employees shall be eligible to attend. Superintendents and area managers shall facilitate attendance where possible.

Topics shall include but are not limited to:

- general hostage awareness
- grooming behaviours of prisoners
- communicating with prisoners
- negotiation skills
- tactical communications
- advanced situational awareness
- blood borne diseases.

14. Exemptions

Those persons identified as privileged in [Operational Instruction 18](#) Section 4 are exempt from this directive.