

INFORMATION BRIEF

What's the purpose of this induction?

- To ensure our visiting clients, artists, producers and suppliers are inducted.
- To ensure the inductions given are consistent across the organisation.
- To save time once the client gets onsite.
- To digitise and log inductions.
- For ease of inducting large groups.

Who will use this induction? (Examples in Brackets)

Visiting Artists or Creative Teams (Matt Ward Entertainment), School Groups or Dance Schools (Kay Flynn, Aerial Angels), Artists in Residence (Shock Therapy), Touring Companies (QLD Ballet), Event Supply Companies (Solution Red).

Who will send out this induction?

Venue Hire, Events Team, Producers or Production Teams, Gallery Team, Techs, Venue/Operations Supervisors.

Do they need to do the induction every time they come onsite?

Nope! An induction lasts for 12 months – Be sure to file and check the dates within your own induction record keeping folders.

When and how do they watch the Induction?

Preferably the HOTA Representative will send them the link 1-2 weeks prior to coming onsite. They can watch the video and complete the form in their own time and at their own pace.

They can even watch it as a group (such as Dance Schools) and check the 'Group Induction' Box.

What if they Arrive onsite and we don't have a record of their Induction?

Ask if they received the confirmation notification after clicking 'Submit'.

Check your records or email (including Junk Mail, just in case).

Check with the team at 'Hello'.

If no record can be found, you'll need to ask them to conduct the induction, they could possibly do it on their phone via our website or we could provide them with a quiet space and a laptop/iPad too. Once completed the standard process will apply.

Techs/Venue Supervisors in the theatre may also be able to show the video to groups by the inhouse projector/screen, however, notice should be given so that equipment and scheduling allows for this.

So, they're good go after watching the Video and Completing the Form Online?

Nope! You still might need to give them a quick site or event specific induction briefing, such as letting them know there is a forklift or EWP in use, that there may be other hazards in the area not covered in the general induction and, it's always a good idea to confirm their understanding of the induction by actually showing them the fire exits, and informing them of who to contact for incidents or enquiries.

STEP BY STEP GUIDE

1. The HOTA representative (Events, Producer, Production Manager, Venue Hire) provide the visiting person/s with the induction link.
<https://hota.com.au/inductions/>
2. Client, Artist, Producer or Supplier can watch the Induction Video online (Approx. 9mins) which covers the basic induction items and prerequisites for coming onsite before commencing an activity.
3. On completion of watching the video, the Inductee will complete the online form on the webpage that states;
 - Name of Inductee
 - Contact Details
 - Name of Performance or Event affiliated with
 - Their HOTA representatives name
 - Acknowledgment of conducting Induction
 - And whether or not they Inducted a Group (ie: School or Dance Group)
4. Once they click the SUBMIT button, they will receive a confirmation stating they have completed the online induction and that a record has been sent to their HOTA representative.
5. On the backend, a confirmation email will be sent to 'hello@hota.com.au' where our reception team can forward the email to the person listed as HOTA representative and log their induction in the master register, which can be found at;

Company/ADMINISTRATION/Inductions/WHS_ONLINE_INDUCTION_REGISTER.xlsx

A new induction has been completed

 **Marketing <marketing@hota.com.au>**
Leigh Reading
Thursday, 11 October 2018 at 4:13 pm
[Show Details](#)

Inductee Name	Leigh Reading
Inductee Phone Number	0755884000
Inductee Company or Group Name	Leigh Test
Performance or Event Name Associated with	Leigh Test
Your HOTA Representative's Name	Leigh Test
Acknowledgement	<ul style="list-style-type: none">• I acknowledge

6. The HOTA representative can then file the record of induction in the appropriate show/event folder or upload to Artifax.
7. Voilà! The Client, Artist, Producer or Supplier has now been inducted!
This online induction does not negate the need for a site specific or event specific induction once onsite, however will save extensive time and paperwork!

For more information regarding this, please contact WHS Advisor Andrew Lane.