

How to implement policies and procedures into the workplace

Policies and procedures are vital for the success of every business. They are important because they meet industry regulatory requirements, ensure compliance with laws and regulations, streamline business processes and so on.

These are designed to be a clear set of instructions and rules to help a business's function by giving an outline of what is expected of the business, employer, the employees and what the customers expect. It protects the business, and everyone involved and helps prevent breaches, misunderstanding, incidents and accidents etc. happening.

The best method to implement policies and procedures into the business is through some type of communication:

New employees

- Induction training, can be one on one or a group of new employees
- Employee/Induction handbook
- Videos

Current employees

- Running a toolbox talk
- Employee training session on a specific policy or procedure
- Team meetings
- Sending emails to your employees advising of change and including the policy or procedure
- Online on the business intranet
- A copy is placed on the noticeboard
- Company newsletter
- Copy in employee handbook
- Employee/Induction handbook
- Videos

- Online training system where people need to complete the course on the changes and when they complete the training it will register completed or issue a completion certificate.

Acknowledgement of policies and procedures

Some ways to confirm that an employee has read, understood and acknowledged the policies and procedures is by:

- New employee – a signoff sheet.
- Toolbox talks - a signoff sheet of attendance.
- Document who attended a team meeting in the meeting minutes.
- Online system registers when a person has completed training and is recorded electronically.