

OpsPilot

Onboarding Coach — User Manual

Structured Onboarding That Prevents Early Incidents · AI Engineering Co-Pilot



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What this guide covers — why structured onboarding matters, how the OpsPilot module builds a plan, what to have ready, and the guide you receive.

1. Why structured onboarding?

Most incidents involving a new employee happen in their first 90 days — when they don't yet know the site, the hazards, the people or the unwritten rules. A structured onboarding plan is the antidote: it sequences pre-start requirements, a real Day-1 safety induction, role orientation, and a staged 30-60-90 day learning plan with a buddy and formal check-ins, so a new person can work safely and effectively from day one rather than being thrown in and hoping.

2. What the OpsPilot module does

Role	Responsibility
AI Coach (OpsPilot)	Builds a structured onboarding plan — pre-start requirements, Day-1 safety induction, role orientation, a 30-60-90 day learning plan, buddy assignment and a formal check-in schedule.
Supervisor / HR Lead (you)	Provide the site-specific details, the regulatory requirements for the role, and the local context a new person needs to work safely and effectively from day one.

3. How it works — the process

#	Stage
1	New employee details — role, experience, start date
2	Pre-start requirements — clearances, licences, PPE
3	Day 1 — safety induction content and sign-off
4	Week 1 — role orientation and key contacts
5	30-60-90 day structured learning plan
6	Buddy and mentoring arrangement
7	Feedback and formal check-in schedule
8	Word report

4. What you will be asked — have this ready

- Who's being onboarded — role, experience level, start date.
- The pre-start requirements — clearances, licences, medicals, PPE.
- The Day-1 safety induction content and the role-specific hazards.
- Who the buddy will be and what the first 90 days should build toward.

5. What you receive — the output

A complete Employee Onboarding Guide (Word): the pre-start checklist, the Day-1 safety induction with sign-off, the Week-1 orientation and key contacts, the 30-60-90 day learning plan, the buddy/mentoring arrangement and the formal check-in schedule.

6. Worked example (illustrative)

Onboarding a new field technician. Pre-start makes sure the licences, medical and PPE are sorted before day one — not discovered on the morning. Day 1 is a real safety induction with the site-specific hazards (not a generic video) and a sign-off. The 30-60-90 plan stages the learning: first 30 days shadowing and learning the critical isolations, by 60 days performing supervised tasks, by 90 days working independently on defined work — with a named buddy to ask the “stupid” questions and formal check-ins at each milestone to catch problems early. Because the structure front-loads exactly the knowledge that prevents first-90-day incidents, the new person is safe and productive sooner, and nobody is relying on them to absorb it all by osmosis.

7. Getting the best result

- **Sort pre-start before day one.** Licences and PPE discovered on the morning waste the first day.
- **Make Day-1 induction real.** Site-specific hazards, not a generic video — this is the highest-risk period.
- **Stage the 30-60-90.** Independence is earned in steps, not granted on day one.
- **Assign a real buddy.** A named person to ask removes the fear that causes new-starter mistakes.

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