

Employee Local Induction Checklist

This form is to be completed by the supervisor.

Employee Information	
Name:	Date Commenced:
Position:	Supervisor:
FIRST DAY	
<input type="checkbox"/> Employee provided with access to Orientation E-Learning	
<input type="checkbox"/> Buddy assigned for questions and answers	
INTRODUCTION TO THE SERVICE CENTRES	
<input type="checkbox"/> Give introduction to other staff members and key personnel during tour	
<input type="checkbox"/> Tour of buildings and premises:	<input type="checkbox"/> Restrooms <input type="checkbox"/> Bulletin board <input type="checkbox"/> Kitchen
<input type="checkbox"/> Introduction to staff members and their roles	<input type="checkbox"/> Photocopy machines <input type="checkbox"/> Printers <input type="checkbox"/> Emergency exits and supplies
<input type="checkbox"/> Office supplies	
INTRODUCTION TO THE ORGANISATION	
<input type="checkbox"/> History, values and services provided	
<input type="checkbox"/> Introduction to CHIRP	
<input type="checkbox"/> Organisational structure	
PROFESSIONAL AND STAFFING ISSUES	
<input type="checkbox"/> Responsibilities and accountability	<input type="checkbox"/> Safe keeping of valuables
<input type="checkbox"/> Code of conduct	<input type="checkbox"/> Notifications of absence from work due to illness or injury
<input type="checkbox"/> Hours of work	
<input type="checkbox"/> Meal breaks	
<input type="checkbox"/> Punctuality	
<input type="checkbox"/> Alarm system	

ORIENTATION TO OTHER SERVICES

- | | |
|---|--|
| <input type="checkbox"/> Area Mental Health Services | <input type="checkbox"/> Consumer advocates and services |
| <input type="checkbox"/> DOH, OCH, Housing Providers | <input type="checkbox"/> Carers and services |
| <input type="checkbox"/> Dep. Ageing, Disability & Homecare | <input type="checkbox"/> OPC and OPG |
| <input type="checkbox"/> Other Non-Government Organisations | <input type="checkbox"/> Centrelink |

ADMINISTRATION AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Employee information | <input type="checkbox"/> Information distribution |
| <input type="checkbox"/> Office systems and procedures | <input type="checkbox"/> Correspondence trays |
| <input type="checkbox"/> Contact information | <input type="checkbox"/> Mail/Fax |
| <input type="checkbox"/> Computer use | <input type="checkbox"/> Messages |
| <input type="checkbox"/> Phone system and mobiles | <input type="checkbox"/> Communication book and diary |
| | <input type="checkbox"/> Waste management |

OCCUPATIONAL HEALTH AND SAFETY

- | | | |
|---|--|---|
| <input type="checkbox"/> OH&S responsibilities and policies | <input type="checkbox"/> Safe food handling | <input type="checkbox"/> Safe travel |
| <input type="checkbox"/> OH&S information displayed | <input type="checkbox"/> Immunisation | <input type="checkbox"/> Vehicle policy |
| <input type="checkbox"/> First-aid kit and facilities | <input type="checkbox"/> Needle stick injury procedure | <input type="checkbox"/> Transporting Consumers/Clients |
| <input type="checkbox"/> Emergency and evacuation assembly point procedures and equipment | <input type="checkbox"/> Incident/accident reporting | <input type="checkbox"/> Logbooks |
| | <input type="checkbox"/> Risk management process | <input type="checkbox"/> Petrol cards |
| | <input type="checkbox"/> Motor vehicle | <input type="checkbox"/> Seat covers |
| <input type="checkbox"/> Infection control | | |
| <input type="checkbox"/> Manual handling | | |

QUALITY ASSURANCE (explain and give example)

- | |
|---|
| <input type="checkbox"/> Service evaluation |
| <input type="checkbox"/> Employee role in quality improvement |
| <input type="checkbox"/> Quality activities |

Note: This is a checklist only. Employees are requested to read RichmondPRA Policies and Procedures.

Orientation Checklists are to be signed and dated

Employee Signature:	Date:
Supervisor Signature:	Date:

This checklist is to be returned to the Human Resources department for filing. Please send to HR Coordinator, RichmondPRA Head Office, 5 Figtree Drive, Olympic Park NSW, 2137.