

## 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"/> Infection control  | <input type="checkbox"/> Risk management process       | <input type="checkbox"/> Petrol cards                   |
| <input type="checkbox"/> Manual handling  | <input type="checkbox"/> Motor vehicle                 | <input type="checkbox"/> Seat covers                    |

### QUALITY ASSURANCE (explain and give example)

- Service evaluation
- Employee role in quality improvement
- 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*

<b>Employee Signature:</b>	Date:
<b>Supervisor Signature:</b>	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.**

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