**Induction checklist**

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| Employee’s Name: |  | Work Section: |  |
| Inducted by: |  | Date: |  |

|  |  |
| --- | --- |
|  | **HUMAN RESOURCES** |
|  | The paper work (received/provided) – per personnel file form |
|  | Work area prepared, staff advised of new arrival, etc |
|  | Swipe Card (arrange) |
|  | Door Key No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Advised on general security requirements |
|  | **The Organisation** |
|  | Welcome to [TAFE] |
|  | What does [TAFE] do? – brochures, web-site |
|  | The [TAFE] mission and vision |
|  | Who are our clients? |
|  | Team overview (organisational chart) and where to locate staff listing |
|  | Conditions of Employment |
|  | EBA/Contract of employment understood |
|  | Probationary period explained |
|  | Equal Employment Opportunity (EEO) – eg merit hiring |
|  | Pay at [TAFE] (how much and when will I be paid?) |
|  | Employee benefits |
|  | Performance appraisals & Training |
|  | What leave is available |
|  | The [TAFE] disciplinary policy |
|  | The [TAFE] grievance policy and procedure |
|  | Taking due care of [TAFE] property |
|  | Entering [TAFE] premises when not authorised is forbidden |
|  | **Health and Safety** |
|  | OH&S Overview |
|  | Preventing accidents |
|  | Identifying hazards |
|  | Safety data sheets |
|  | Safe lifting (manual handling) |
|  | Infection control |
|  | Communicating OH&S |
|  | Electrical safety |
|  | Working at heights (not using chairs, etc must be ladders) |
|  | Employee responsibilities |
|  | If an accident occurs |
|  | Health clinics/medical clinics |
|  | Emergency procedures |
|  | First aid kits (using) |
|  | Unsafe equipment |
|  | Smoking |
|  | Alcohol & Drugs |
|  | Bullying, discrimination, and (sexual) harassment |
|  | OH&S training |
|  | Issue resolution procedure |
|  | **Environmental** |
|  | Policy |
|  | Employee Handbook provided and signed |
|  | **TEAM LEADER / MANAGER** |
|  | The job role |
|  | Job role explained via position description |
|  | Position description signed (copy to employee/original to HR for filing) |
|  | Received work duties induction for role |
|  | Who do I receive instructions from/take up issues with? |
|  | Team specific work instructions |
|  | Time keeping requirements |
|  | What time do I need to be at work? |
|  | What breaks do I have? |
|  | What about overtime? |
|  | What do I do if I am sick? |
|  | How do I apply for annual leave? |
|  | Dress standards/requirements (uniform policy?) |
|  | Personal hygiene (clean and neat) |
|  | Protective clothing/wearing of uniform  |
|  | **Communication** |
|  | Team meetings |
|  | Notice boards |
|  | Telephone usage |
|  | ITC Policies |
|  | Password provided |
|  | Acceptable use policy (including social media) |
|  | Using business phones for personal calls |
|  | Mobile phones (personal left off / business left on) |
|  | **Team Tour** |
|  | Toilets |
|  | Lunch room/tea and coffee facilities |
|  | Smoking areas (and rules for smoking breaks) |
|  | Where to find supplies, etc |
|  | First aid kit (locate) |
|  | Firefighting equipment (locate) |
|  | Accident/incident register (locate) |
|  | Accident/incident forms (locate) |
|  | Hazards associated with your tasks |
|  | Purchasing |
|  | Claiming Expenses (forms, receipts) |
|  | QA System Overview |
|  | Suggestions & Client complaints |
|  | Employee scheduled to meet relevant senior managers |
|  | Manager schedules probation reviews (1 month, 3 month, <6 month) |

I have had explained to me and I fully understand the contents supplied in this induction. I know I must observe the policies, procedures and safe working practices set out by [TAFE], while I am working at [TAFE].

Signature of new employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature of manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**PLEASE RETURN THIS FORM – WHEN COMPLETE – TO HR FOR PLACEMENT ON PERSONNEL FILE.**