**Staff Induction Check List**

# Work Environment

* Meet your co workers and team leader & how to contact them
* Location of facilities – toilet, office, lunch area, storage of belongings, staff bedroom
* Allocate any equipment – mobile phone, laptop, ipad etc
* How to get into and leave the house – keys, alarms, locking up
* Location of emergency exists and fire extinguishers
* Key phone numbers – people, emergency services

# Your Job

* Job introduction – go over your job description – the purpose, objectives and how your performance will be measured.
* Your contract – go over your pay rates, minimum hours.
* Pay arrangements – timesheets, pay day, pay slips
* Leave entitlements and the process for applying for leave
* Notifying if you are going to be late or absent
* The roles of key people in the organisation such as team leader and board members
* Values and what they look like in action

# Building a relationship

* How person indicates yes and no
* What key things the person likes when being supported
* Key things the person doesn’t like

# Policies & Procedures

* Where to find the policies – read and sign off
* Essential procedures – eg medication, dealing with medical emergencies, behaviour support, restrictive practice
* Motor vehicle arrangements
* Where to find further training about how the person likes to be supported
* Shift reports

# Health and Safety

* Eating safely
* Road safety for person
* How to find person’s emergency info – when to call 000, Medicare number, health insurance, allergies
* Common hazards and health and safety issues and how to prevent them
* How to report an incident
* How to report and deal with a hazard
* How to do a workers compensation claim
* Location of first aid kit, register of injuries and first aid officer.
* Fire Drill Procedures

# IT Access

* Podio Log in
* Roster/Timesheet/Payroll
* What’s app messaging

# Money management

* Authority to purchase items and limits on spending
* Key card use
* Providing receipts

Worker Name:………………………………………………….

Worker Signature:………………………………………………

Date:……………………………………………………………..