**Orientation Checklist**

**Workers Name:**

**Employment Start Date:**

**Position:**

**Supervisor:**

|  |  |
| --- | --- |
| **Work Environment**   * Introduce to other workers. * Check in/out log book * Meeting Dates. * Explain copier and fax usage & issue code. * Location of lunchroom and access code. * Location of toilet facilities. * Location of administration supplies. * Issue RYSS diary. (RYSS ownership) * Desk and office environment (equipment, alarms, keys and security etc.) * Computer use/password/email access. * Explain Phone Systems. * Location of Staff contact list. * Location and use of Duress Alarm. * Local security arrangements.   **Employment Conditions**   * Complete/Sign all relevant paperwork. * Location of time sheets and how to lodge them. * Work times and meal breaks. * Pay arrangements. * Taxation – complete Tax declaration form. * Leave entitlements. * Superannuation and other deductions. * Union information. * Notification of sick leave or absences.   **RYSS Policies and Procedures**   * Location of Policy and Procedure document. * Read Policy and Procedure. * Discuss P&P and ask Questions. * Copy of Drivers Licence. * Client Confidentiality. * Duty of Care. * Child Protection/Mandatory Reporting. * Dress Code. | * Location of emergency exits and fire extinguishers. * Explain and demonstrate emergency procedures. * Explain the structure and nature of the organisation. * The roles of the key people in the organisation and management committee. * Key related organisations. * Tour of Parkside and introduction. * Location of laundry and access to clothes and food hampers. * Security systems-fob, keys, code. * Opening and closing Procedure. * YAW opening and closing procedure   **Occupational Health and Safety**   * WHS Policy * Incident Reporting * Employee Rights and Responsibilities * Hazards in the workplace and how they are controlled. * Who and How to use the Duress Alarm * How to report health and safety issues (including forms). * Locations of first aid kit, register of injuries and first aid officer. * Fire drill procedures and evacuation points. * Location of emergency phone numbers e.g. police. * Bus orientation and test drive, location of log book and petrol card. |

**Conducted by:**

**Date:**

**Workers Signature:**

(Review progress, Ask questions, Check understanding)

**Review Date:**