**Orientation Checklist**

 **Workers Name:**

 **Employment Start Date:**

 **Position:**

 **Supervisor:**

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| --- | --- |
| **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.
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 **Conducted by:**

 **Date:**

 **Workers Signature:**

 (Review progress, Ask questions, Check understanding)

 **Review Date:**