Staff Inducted: Inducted by:

*To be completed by the person leading the induction. New staff are invited to be proactive in ensuring all elements of this induction are done.*

|  |  |  |
| --- | --- | --- |
| **Task to be observed and/or completed** | **Please tick when completed** | **Comments** |
| Lalor St centre, Location of: | Exits & Emergency Assembly Areas |  |  |
| Staff Amenities location |  |  |
| Staff pigeonholes and timesheets |  |  |
| Injury Book |  |  |
| Incident Report Posters & OH&S Notice Board |  |  |
| Hazard & Near Miss Alert Forms |  |  |
| First Aid Kits in Office (and others in vehicles) |  |  |
| Defibrillator |  |  |
| Tour of Lalor St CentreIncluding: participant lockers, spare wheelchairs, Team Leaders |  |  |
| Orientation to offices/files/computers for use |  |  |
| Vehicle Booking Procedure (Outlook) |  |  |
| Vehicle access – keys pick up & return* During business hours
* Weekends and after hours
 |  |  |
| Car park entry / exit and safety protocols |  |  |
| Staff Handbook – copy has been given |  |  |
| **DIRECT SUPPORT WORKERS - ADDITIONAL INFORMATION** |  |  |
| Personal care procedures; staff instructed **not to undertake unless****trained**:* Toileting using a hoist
* Transfer of wheelchair with user onto bus
 |  |  |
| Duties and the Roster location for Day Activities |  |  |
| Participant Health Support Plans: location, relevant participants & High Intensity Needs – relevant participants |  |  |
| Medication Cupboard at Lalor |  |  |
| Behaviour Support Plans – location and relevant participantsBehaviours of Concern Participant Alerts |  |  |
| Mobile phone use during participant shift hours – also see Staff Handbook |  |  |

*Signed by worker when completed*

*Form completed by Manager/Team Leader Dated*