**INDUCTION CHECKLIST**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222.**

Disclaimer

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## **INDUCTION CHECKLIST**

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| --- | --- |
| Documentation Return | Completed |
| Ensure that the staff member has been provided with a Fair Work Information Statement |  |
| Obtain a signed copy of their letter of offer, Employment Contract (if relevant) and position description |  |
| Obtain completed and signed applicable payroll forms – including tax declaration form, superannuation choice form, EFT details form, employee contact details including emergency contact sheet |  |
| Company Orientation | Completed |
| The manager should introduce the new starter to the team, and wider company |  |
| Escorted tour of the worksite including:  introduction to staff;  features such as lunchroom and bathroom facilities;  first aid supplies, emergency equipment;  exits;  evacuation procedures and meeting points;  security or building access system, and afterhours access  location of nearest chemist, newsagent, bank, park, food court etc. |  |
| Assign property to the employee (e.g. building key or pass, mobile phone). Create a written record of employer property issued to the employee |  |
| Brief description of the company, history, products sold or services offered, clients, and organisational structure (including key personnel that the staff member will be liaising with) |  |
| Explain job description, responsibilities, administration requirements and performance requirements for the employee |  |
| Discussion about hours of work, training, and other information (e.g. recording time, information technology matters) |  |
| Equipment training including IT, telephone, computer and specific software training if applicable. This should include passwords and who they can contact if they need help |  |
| Overview of staff benefits |  |
| Occupational Health and Safety | Completed |
| OHS Induction, including but not limited to:  Company policy, procedures and safe work patterns   * Prevention; reporting of hazards, risk assessment and control * Personal protective equipment * Reporting of injuries * Introduction to OHS representative or committee member/s * First aid officers/first aid supplies * Fire alarm systems, evacuation procedures and meeting points * Smoking, drugs and alcohol   Health and Safety requirements of the position and as an employee |  |
| Company Policies | Completed |
| Overview of the company’s policies and procedures, including but not limited to:  Equal Opportunity   * Code of Conduct * Use of business property – including IT, telephone, internet and email use * Dress code * Details of the probationary period and expectations * Hours of work and record keeping requirements * Leave types and the recording / application process * Payroll arrangements * Probation period * The performance appraisal process, including training and development * Grievance resolution * Confidentiality and conflict of interest * Travel and expenses * Disciplinary/Performance Management * Termination   Location of policies and procedures and notification of updates |  |
| Date Orientation/Induction Satisfactorily Completed: ……./……./…….  Title of Person Responsible For Orientation/Induction (e.g. HR Officer):  …………………………………………………………………………………………………….  Signature: ………………………………………………………………………………………    Signature Of Employee: ……………………………………………………………………… | |

NOTE: A copy of this completed form is to be placed in the Employee’s Personnel file.

Notes: Specific EO Training should also be provided, including an overview of the policy, what constitutes bullying, discrimination and harassment, contact officers, complaint handling and resolution procedures.

You may wish to ensure staff understand the policies and procedures and have them sign off to acknowledge their understanding or completion of relevant training, especially in the case of EO/OHS.