

WILTJA RESIDENTIAL PROGRAM

STAFF INDUCTION CHECKLIST

To be completed by staff on appointment

Please read and initial each unit as completed, then sign off at completion and return to Assistant Manager for verification and filing. *Original to personnel file, copy to staff member.* (within 1 month of starting)

All information should be found in the Procedures Manual, or relevant D.E.C.S. website. It is the responsibility of staff to read and be conversant in these. Location of documents on following pages.

	Unit	Date	Initial	Assist. Manager
1	I am aware of the location of the Procedure Manual and have familiarised myself with the contents.			
2	I have been made aware of the emergency evacuation procedures (and where this has been posted in relevant area/s).			
3	I have been informed of fire procedures by the Fire Warden			
4	I am aware of the locations of fire hoses and extinguishers			
5	I have been given a sight tour of all areas relevant to my work at this site.			
6	The OHS&W Representative has given me information about health and safety issues, policies & rules relevant to OHS&W			
7	I am aware of the procedures of notification for OHS&W issues and location of OHS&W library.			
8	I am aware of the procedures to follow concerning grievances.			
9	I am aware of the rules of confidentiality and agree to abide by these.			
10	I have been given a list of staff, which indicates the role of key personnel including OHS&W, Fire Warden, Union Rep etc.			
11	I have been given information about the daily routine and my expected tasks.			
12	I have been informed about arrangements/facilities for breaks/meals, clocking in and out			
13	I have read the Duty of Care Statement and agree to abide by this			
14	I am aware of EEO Policies and agree to abide by these			
15	I have read the Code of Conduct for public employees and agree to abide by this			
16	I have read the use of Govt Vehicles and transporting of DECS Students and other persons and am I aware of my responsibilities.			
17	I have been given access to the Internet and have read and signed the user agreement and returned to the A/Manager.			
18	I have been given an access code for the security system and have been instructed in its use. (rostered staff)			
21	I have been issued keys to the site and instructions on their			

	use. (casual staff shown where to access keys when on shift)			
20	I am aware of the Occupiers Liability on visitors and trespassers.			
22	I have been given a brief introduction to the records management and shown the filing system, and have read the information on 'recording of information' and 'NAP'.			
23	I am aware of the use and processes for official correspondence (fax, letter, email, memos, hand written, copies which are legal documents).			
24	I have been informed of the procedures for new students.			
25	I have been informed on the procedures for health matters and first aid requirements and agree to use Universal Practices.			
26	I am aware of the location of first aid kits.			
27	I am aware of the role and responsibility of Team Coordinators and the role of team at this work site.			
28	I have been given information on the purchasing process, receipts, GST and reconciliation of same.			
29	I have been given information regarding speaking to the media			
30	I have been given information on the procedure for answering phones and speaking with public on behalf of Wiltja.			
31	I have been made aware of the swimming pool procedures			
32	Have filled in emergency contact sheet and given to PSO			

I have duly oriented myself to all of the above areas and agree to continue to update where changes occur in polices or work practices and procedures.

Signed Date

Name

Signed Date

Assistant Manager

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STAFF INDUCTION CHECKLIST LOCATION OF INFORMATION

K:OP = K: common files/Operating Procedures/2005 Operating Procedures WRP Working Document.doc

This document is also found in one hard copy on the duty Room.. Please do not print out extra copies, unless one page is needed for your reference personally, as the Operational Procedures manual is updated regularly and old copies may not be replaced.

	Unit	Location
1	Staff induction booklet	K:common files/staff induction
2	Procedure Manual	K:OP
3	Emergency evacuation procedures	Red Folder Duty Room Library, Fire and Safety Procedures & K:OP
4	Fire procedures by the Fire Warden	As above
5	Fire hoses and extinguishers	Diagram in Red Folder and various locations throughout residence
6	Sight map of site.	Sight plan in Fire Procedures Book
7	Information about health and safety issues, policies & rules relevant to OHS&W	OHS&W library Folder, see OHS&W rep.
8	Notification for OHS&W issues and location of OHS&W library.	OHS As above, all issues to be reported to Manager via email cc A/Manager.
9	Critical Incident procedures	K:OP
10	Grievances Procedure	K:OP
11	Confidentiality	K:OP
12	List Staff representatives	K:common files/staff
13	Daily routine and expected tasks.	K:commonfiles/WRP Worklist
14	Rosters breaks/meals, clocking in and out	K:common files/staff
15	Staff key-in-card for clocking in and out & payroll info	K:OP OR SEE a/Manager or email PSO
16	Duty of Care Statement	K:OP & K:common files/staff
17	EEO Policy	http://www.decs.sa.gov.au/docs/files/communities/docman/1/Indexaig
18	Code of Conduct Policy	http://www.opce.sa.gov.au_ref-docs/ethical_conduct
19	Govt Vehicles and transporting of DECS Students etc	K:OP
20	Internet Use & User Agreement	See PSO
21	Access code for the security system	See Assistant Manager or email
22	Keys to the site and instructions on their use.	See Assistant Manager or email
23	Radio procedures & codes for emergencies.	K:OP K:common files/staff, Radio Co-O
24	Occupiers Liability on visitors and trespassers.	K:OP
25	Training and development books & articles regarding the students, list of websites of information relevant to this work.	Assistant Manager's Office for loan & Duty Room Library, Web
26	Filing system 'recording of information' and 'NAP'.	In back of Operating Procedures manual after main document (to be added in next update)
27	Processes for official correspondence (fax, letter, email, memos, hand written, copies which are legal documents).	K:OP

28	New student Procedures.	K:common files/WRP forms/health
29	Student health matters, first aid, treatments Universal Practices.	See Health Coordinator, various brochures and books in Medical rooms
30	First Aid Kits location.	Diagram in Fire and Emergency Procedures Folder Duty Room
31	Team Coordinator & team's role and responsibilities	K:OP
32	Purchasing process, receipts, GST and reconciliation of same.	K:OP
33	Speaking to the media	K:OP
34	Answering phones & speaking with public on behalf of Wiltja.	K:OP
35	Behaviour Management of students for DECS sites and Wiltja	K:OP
36	Staff emergency contact sheet	See PSO or email PSO for attachment

WILTJA RESIDENTIAL PROGRAM

ORIENTATION CHECKLIST FOR NEW STAFF

It is the responsibility of new staff to ask questions and become acquainted with the general site, procedures and policies. The management will give as much information as possible at induction to help in this process.

Name **Date started** **Oriantor**.....

MATERIALS

- Vision Statement
- History of Program – Wiltja History, Residence, School
- Current Newsletter
- Site Plan

Policies

- Code of Conduct
- Duty of Care
- OHS&W
- EEO
- Confidentiality
- Grievances
- Behaviour Management

Location of:

- Procedures Manual
- Mandatory Notification Booklet
- OHS&W library
- Training and Development Resources
- Cultural sensitivity/awareness

EMERGENCY PROCEDURES

- Fire procedure (with site plan and walked through)
- Security alarm and codes
- Security checks
- Bomb threat

INTRODUCTIONS

On site

- Office Areas, including light switches, fans, air conditioning etc.
- Interview room/counselling room
- Staff area
- Toilets
- Kitchen
- First aid kits and fire extinguishers
- Parking facilities

Staff

Met all staff on duty and their general roles

- Manager
- Assistant Manager
- Records Coordinator
- Programs Services Officer
- Financial Officer
- Team & Recreation Co-Ordinators
- Team
- Cleaners
- Kitchen staff
- Fire Warden/s
- OHS&W Representative/s
- Union Representative/s

PERSONNEL MATTERS

Have been shown:

- Issued key card for time clock
- Shown how to use time clock in and out
- Issued keys and given instructions regarding use
- Breaks/Meals – clocking off and on, logging out and in
- Payroll issues:
 - Leave Entitlement Forms (Recreation, Sick and Leave without Pay)
- Contact list completed
- Security Code access (not necessary for casual pool)

SYSTEMS OPERATION

- Key cabinet general and casual keys
- Radio log in & out and procedures
- Daily Task Sheets
- Log Book
- Student/Staff info Boards
- Term Planner Board - Daily Student/Staff info
- Rosters (including change of shifts/term breaks etc)
- Staff Email
- Contact numbers and flip folder
- Maintenance log book
- Vehicle Log book
- Radio Log Book
- School locations
- Student files: numerical system and general files
- Student Health Folder (SHR) Medicare/Health Care cards and reports & forms
- Observation/Behaviour (SBR) Folder
- Universal Practice in attending first aid and treatments
- Doctor's appointments, prescriptions and repeats
- Chemist purchases
- Uniform procedure
- Laundry procedure
- Kitchen supplies
- Vehicle regulations: compound and vehicles + log books, fuelling
- Transporting a student on DECS vehicle
- Transporting persons in Govt. vehicle

- Accidents – Vehicles
 - Personal or student
- Missing persons
- Student phones & purchase of Phone cards
- Purchasing processes
- Pocket money & processes
- Receipts, reconciliation and petty cash
- Exeats
- Swimming pool procedures
- Recycling Council recycling and bins
 - student cans & bottles
 - office materials (toner cartridges, paper etc)
- Flags and flagpole use

Comment [DAS21]:

SERVICE

Communication

- Media – always refer to Manager
- Courtesy and correct information
- Information regarding students
- Information regarding staff
- Information regarding contacts or phone numbers
- NAP documents
- Official correspondence: fax, letter, email, memos, hand written, copies and official recording. (Which are legal documents and which are NAPS?)
- Occupancy liability
 - Intruders
 - Visitors
- Lines of communication

Telephone system

- Correct procedure for answering a call
- Receiving an incoming call
- Informing a person of call awaiting
- Hold a call
- Transfer a call
- Use intercom
- Redialling same number
- Transferring to stored number
- Record and send message to relevant person

Photocopier

- Make copies (single and double sided)
- Multiple collated copies
- Refill the paper
- Top up toner
- Clearing a jammed page

Computer and printing

- About hardware and software in use
- How to log on and log off
- Shutting down computer
- How to record and retrieve work
- How to make and save a document from template

- Correct filing codes and folders for saving
- How to log in and connect to internet and work websites
- How to send document to print
- How to print one page only from multiple page document
- How to load paper
- How to clear jammed paper
- How to load toner

Facsimile machine

- Where the manually written FAX sheets are kept (& where to correctly file)
- Where to find FAX template on computer and save to correct file
- How to send a fax, including the direct dial and confirmation of send
- How to refill paper
- How to clear jammed paper
- How to get report of sent FAX
- Process of recording FAXes

Maintenance

- Where the cleaning supplies are kept (everyone is responsible for cleaning)
- Washing up
- Emptying bins
- Recycling
- Vacuuming
- General cleaning
- Reporting damage (general or student damage)
- Temporary repair - OHS&W matters (cover broken window and remove glass)

WILTJA SCHOOL

- Parking at School
- Line of communication
- Staff: Contact names, numbers, emails
- Tour of School
- Meeting with teachers

Signature Date Completed

Signature.....
Assistant Manager