

Induction Checklist

(Disability Support Worker)

Employee: _____

Workplace: _____

Name of supervising staff member: _____

Supervisor: _____

Date of completion of induction: _____

Please sign each of the checklist items once discussed with the supervisor and understood. After completion, please hand the form back to the Team Leader. The form will be kept on your personal file.

	Signature New employee	Signature Supervising staff member
General administration/information		
Computer; password		
Carelink sign in/out and control centre		
E-mail; password		
ADP (employee number required)		
Annual leave and Sick leave – who to contact and when, application form		
Staff portal explained		
Policy & procedures; where to find them		
Report writing; hard copies & electronic versions		
Rosters		
Notice board/HR corner		
National Disability Standards		
Tour of home		
Individuals bedrooms		
Storage		
Kitchen		
Laundry		
Medication storage/cupboard		

Outdoor area		
Person we support information		
POM's (individual plans/progress notes)		
Support Plans and Health Care Plan		
All About Me books and One Page Profiles		
Behaviour support plans (if applicable)		
Mealtime management plan (if applicable)		
Work/day placement/ school		
Medication and medication files		
Recording charts		
Family contacts		
Companion card		
Emergency procedures		
Location of fire equipment		
Evacuation plan and procedure		
Emergency back pack		
First aid box in service and van		
On-call procedure		
Security		
Location of keys		
Storage of personal belongings		
House security		
Local procedures in case of emergency		
Vehicles		
Competent driving vehicle (complete trial drive on buddy shift)		
Parking		
Security of vehicles (personal & service)		
Refuelling, Motorpass, BP/Caltex		
Vehicle check list and log book		
Competent using vehicle hoist – must demonstrate (if applicable) Training by House Senior		

Competent using wheelchair strapping – must demonstrate (if applicable) Training by House Senior		
Occupational Health & Safety		
MSDS file and location		
Reporting of accident/incidents and hazards		
Storage of hazardous substances and chemicals		
Introduction to hoist use (if relevant) and storage		
Access other relevant policies on system (staff portal)		
Funds & Ledgers		
Location and access to Safe		
Procedure of petty cash and housekeeping monies		
Individuals wallets & money (banking procedure)		
Procedure of how to pay individuals bills		
Important contact telephone numbers		
Staff – permanent & relief		
Individuals – if they have their own mobile		
Families/ next of kin		
Day placements/school		
Bus drivers/ pick up		
Medical (GPs, dentist etc.)		
Other important local/service specific issues		
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All relevant policy & procedures to be found on staff portal under the headings of;

- *Governance*
- *Human Resources*
- *Occupational Health & Safety*
- *People We Support*
- *Work Practice*

Upon completion please forward to your Team Leader to sign and file in your Human Resources personnel file.

Team Leader signature: _____