

North-West Support Services
GENERAL SERVICE INDUCTION

Last edited: 17 November 2022

You have been chosen for a twelve-week orientation and trial period.

Commencement protocols

- This checklist will be carried out on commencement and returned to for performance assessments
- All items will be carefully explained during the induction with time for questions and discussion
- New support workers will be supervised throughout the orientation process
- New support workers will be coupled with an experienced support worker
- Questions can be asked of management team members at any time
- Once the orientation process is complete, the support worker will be expected to work unsupervised within the parameters of the position description
- If at any time the new support worker does not feel confident to take on full responsibilities, they must contact the Service Coordinator immediately for directions
- Signing off in the induction process means that the support worker understands everything that has been covered. Don't hesitate to ask questions

You can prepare for your induction by doing the following:

Read/sign/bring to the induction

01 Position Description – Disability Support Worker L2	[
02 NDIS Code of Conduct	[
03 Preventing and responding to abuse	[
04 NWSS Employee Code of Conduct	[
05 Employee Confidentiality Declaration	[
06 The use of videos and photos	[
07 Employment Contract	[
08 Employee Payroll Authority	[
09 Disability Worker Screening - including WWVP NDIS Endorsed	[

View, sign and bring to the induction:

10 NDIS Worker Orientation Module 'Quality, Safety and You' certificate	[
11 Infection Prevention and Control for COVID-19 certificate	[

View on the internet and sign off here:

12 I have viewed the video, Restrictive Interventions (RESET) Signature:	
13 I have viewed the videos, on Manual Handling	Signature:
14 I have viewed the video, Personal Protective Equipment	Signature:

Bring to the induction:

15 COVID vaccination	[
16 A copy of your Drivers Licence & Vehicle Registration Number	[
17 Details of your superannuation scheme	[
18 Join Spirit Super	[
19 A completed Tax File Declaration	[
20 The Specific Contract Induction	[
21 Guidelines for Employees-Volunteers-Students	[
22 Your First Aid and CPR Certificate	[

The following workplace items have been explained:

How to apply for an NDIS Worker Screening Check: https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/rwvp-ndis-worker-screening	[
How to find the policies and procedures on the website	[
How to find the Operational Handbook on the website	[
How to find the Incident/Accident/Near Miss report form on the website	[
How to use the Compliment/Complaint form from the website	[
When and how to use the Body map	[
How to find, fill out and submit timesheets	[
Employee Assistance Program	[
Advanced Salary Packaging	[

At the end of your twelve-week orientation you will need to have:

Read the policies and procedures []

Read the operational handbook []

Read the fire safety and evacuation plan if applicable []

ORIENTATION PROGRESS REVIEW DATE:

Please note that this is a general service induction. The ^{19/V1} **Specific Contract Induction** will be carried out each time you join a support team or commence in an individual support contract.

Print Name: _____

Signed: _____ Date:/...../.....

Witnessed by a member of NWSS Management Team:

Print Name: _____ Date:/...../.....

Position: _____

Signed: _____ Date:/...../.....