

North West Support Services Inc.
Induction
GENERAL SERVICE INDUCTION CHECKLIST

Support Worker Name: _____

Orientation Date: / /

PROTOCOLS

- This checklist will be carried out on commencement and followed up with performance assessments
- All items must be explained in detail by the Coordinator doing the orientation
- New support workers must be supervised throughout the orientation process
- The person being oriented will be coupled with an experienced support worker
- The orientation process will take place over a period of eight weeks
- Questions can be asked of any Management Team member at any time
- Once the orientation process is completed the support worker will be expected to work unsupervised within the parameters of the job description they have been provided with
- If at any time the new support worker does not feel confident to take on full responsibilities they are to contact the Direct Service Coordinator immediately for directions
- Signing off on this orientation process means that the support worker has completed and understands all aspects of this orientation

WORKPLACE ORIENTATION (Note as NA if not applicable)

- Policies and Procedures on the website have been read and understood []
- The website has been browsed and the contents acknowledged []
- The Operational Handbook has been read and understood []
- The Incident/Accident/Near Miss Report Form has been explained []
- The Body Map has been explained []
- The Compliment/Complaint/Risk Observation Form has been explained []
- The Fire Safety Emergency Evacuation Plan has been sighted and explained []
- The general Manual Handling DVD has been viewed []
- Contract specific manual handling protocols have been explained []

VEHICLE USE ORIENTATION

- The passenger behaviour management plan has been explained if applicable []
- Emergency management procedures have been explained []
- Vehicle log sheets have been explained []
- Key management and spare key locations have been explained []
- Fuel purchasing has been explained []
- Roadside assistance has been explained []
- The use of personal vehicles has been explained []
- Private vehicle travel claim process has been explained []
- Proof of private vehicle registration has been explained []

Person Responsible for the Orientation: _____

Position: _____ Signature: _____

Support Worker: _____ Signature: _____