WORKPLACE ORIENTATION CHECKLIST

To be completed in the first week of placement

|  |
| --- |
| Activities to be completed by candidate with workplace Supervisor or delegate |
| **√** n/a[ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ]  | **Important Policy and Procedure**Code of ConductOccupational Health & Safety policiesEmergency procedures Discrimination and Harassment Grievance proceduresConflict of Interest PolicyIntellectual Property Policy |
| **√** n/a[ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ] [ ]  [ ]  | **Work Area Orientation**Introduced to the person they report to on a day to day basis and immediate co workersKeys/swipe card to office given (if applicable)Parking permits have been provided (if applicable)Tour of work area provided including whereabouts of amenitiesEmergency evacuation procedures explainedFirst Aid information explainedKey Health and Safety information explained Any workplace related risk assessments Introduced to personal work spaceShown how to operate computer and other key equipment (photocopier, fax, printer)Informed of internal/outgoing mail proceduresIdentify and discuss essential operating policies and who to ask for help |
| **√** n/a[ ]  [ ] [ ]  [ ] [ ]  [ ]  | **Job performance**List of duties givenResponsibilities and objectives of role explainedDeadlines set (if applicable) |

**The completed form needs to be forwarded to Vanessa Green (****v.green@unsw.edu.au****) in the first week of internship**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Workplace Supervisor or Delegate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_