WORKPLACE ORIENTATION CHECKLIST

To be completed in the first week of placement

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| --- | --- |
| Activities to be completed by candidate with workplace Supervisor or delegate | |
| **√** n/a | **Important Policy and Procedure**  Code of Conduct  Occupational Health & Safety policies  Emergency procedures  Discrimination and Harassment Grievance procedures  Conflict of Interest Policy  Intellectual Property Policy |
| **√** n/a | **Work Area Orientation**  Introduced to the person they report to on a day to day basis and immediate co workers  Keys/swipe card to office given (if applicable)  Parking permits have been provided (if applicable)  Tour of work area provided including whereabouts of amenities  Emergency evacuation procedures explained  First Aid information explained  Key Health and Safety information explained  Any workplace related risk assessments Introduced to personal work space  Shown how to operate computer and other key equipment (photocopier, fax, printer)  Informed of internal/outgoing mail procedures  Identify and discuss essential operating policies and who to ask for help |
| **√** n/a | **Job performance**  List of duties given  Responsibilities and objectives of role explained  Deadlines set (if applicable) |

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

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

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