

Induction Checklist



Cultural Infusion Australia Pty Ltd

STAGE ONE: GENERAL INDUCTION & ORIENTATION	
Introduction:	<input type="checkbox"/> Introduce yourself and welcome the intern/volunteer/core staff
One-on-One Meeting (Discussion)	<input type="checkbox"/> Company background overview <input type="checkbox"/> Nature and structure of the business <input type="checkbox"/> Roles of key people from different departments <input type="checkbox"/> Interview Recap
Departmental Function Briefing (Clarify/Explain)	<input type="checkbox"/> Role job description
Internship/Core Staff Conditions (explain)	<input type="checkbox"/> Work times (start time and finish time) <input type="checkbox"/> Inappropriate internet usage during office hours i.e. Facebook, and downloading of data, etc. <input type="checkbox"/> Usage of mobile phones during work times <input type="checkbox"/> Hours of work, lunch break, upcoming public holidays <input type="checkbox"/> Attendance and thumb scan system (recording procedures)
Work Desk Station Environment: (allocate)	<input type="checkbox"/> Allocated desk space + chair <input type="checkbox"/> Computer set up <input type="checkbox"/> Telephone handset <input type="checkbox"/> PANCI log-on details and passwords <input type="checkbox"/> Email address set up
Telephone Equipment:	(Speak to Supervisor or Reception if phone is required to use and for set-up)
Reporting Procedure	<input type="checkbox"/> Notification of absences & arrival delays (leave application procedures (app form)) - holiday break and unpaid sick leave <input type="checkbox"/> Office Phone number <input type="checkbox"/> Personnel relevant forms in R:Drive
Occupational Health & Safety: (Explain)	<input type="checkbox"/> Who to contact in the office (emergency) <input type="checkbox"/> Potential risk & hazards <input type="checkbox"/> Emergency Number (000) <input type="checkbox"/> Work Health Safety policy and procedures <input type="checkbox"/> Roles & responsibilities for health & safety <input type="checkbox"/> Health and safety consultative and communication processes

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	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency/ Incident reporting procedures <input type="checkbox"/> Fire extinguishers – where located <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Emergency Exit / Evacuation procedure <input type="checkbox"/> Evacuation Meeting Assembly Area <input type="checkbox"/> Smoking Policy for any staff on board with Cultural Infusion <input type="checkbox"/> Being mindful and smoking in front of students and parents. <input type="checkbox"/> Specific Time-Frames if you can avoid smoking during <input type="checkbox"/> School Pickup and drop off times, during School Morning Tea and Lunch Times: would be really appreciated
Security:	<ul style="list-style-type: none"> <input type="checkbox"/> Visiting Artist and guests <input type="checkbox"/> Personal belongings and cash
Cultural Presentation Manual	<p>Let the interns know about our event during their induction and let them know about the FREEZA Committee (relevant to the age 25 and under for events).</p>
Exiting:	<ul style="list-style-type: none"> <input type="checkbox"/> Refer to Exit Checklist for further details (This will be given to you 1 week before your departing date)
Tour of Workplace (show)	<ul style="list-style-type: none"> <input type="checkbox"/> Front & Back of House/Office Areas <input type="checkbox"/> Dining facility <input type="checkbox"/> Kitchen usage and maintenance <input type="checkbox"/> Wash and toilet facilities <input type="checkbox"/> Stationery area + ordering procedure <input type="checkbox"/> Printer and photocopier (no colour prints) <input type="checkbox"/> Theatre and dance studio <input type="checkbox"/> Dress code policy <input type="checkbox"/> Smoking, drug alcohol policies <input type="checkbox"/> Disciplinary and grievance procedures <input type="checkbox"/> Parking, Bicycle racks <input type="checkbox"/> Lunch Meals/Fridge Space <input type="checkbox"/> Train Stations and lunch cafes