

# Induction Checklist



Cultural Infusion Australia Pty Ltd

STAGE ONE: GENERAL INDUCTION & ORIENTATION	
<b>Introduction:</b>	<input type="checkbox"/> Introduce yourself and welcome the intern/volunteer/core staff
<b>One-on-One Meeting</b> (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
<b>Departmental Function Briefing</b> (Clarify/Explain)	<input type="checkbox"/> Role job description
<b>Internship/Core Staff Conditions</b> (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)
<b>Work Desk Station Environment:</b> (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
<b>Telephone Equipment:</b>	(Speak to Supervisor or Reception if phone is required to use and for set-up)
<b>Reporting Procedure</b>	<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
<b>Occupational Health &amp; Safety:</b> (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

# Induction Checklist



Cultural Infusion Australia Pty Ltd

	<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
<b>Security:</b>	<input type="checkbox"/> Visiting Artist and guests <input type="checkbox"/> Personal belongings and cash
<b>Cultural Presentation Manual</b>	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).
<b>Exiting:</b>	<input type="checkbox"/> Refer to Exit Checklist for further details (This will be given to you 1 week before your departing date)
<b>Tour of Workplace (show)</b>	<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