



LIVERPOOL HEALTH SERVICE STAFF ORIENTATION CHECKLIST

Name: _____

Department: _____

- The following checklist must be signed off by the employee and supervisor (or delegate) who is conducting the session to confirm that the new employee has been given the appropriate information/training.
- Additional space has been provided for specific information relevant to the ward/ department.
- The following listed information is mandatory for ALL employees.
- ALL staff are required to attend the General Orientation Program.
- The completed checklist should be retained within the ward/department.

Activity / Task	Time Frame	Date Completed	Signed off - employee	Signed off - Supervisor
Day 1 - General Orientation: 1. Cultural Awareness 2. Interpreter Service 3. Staff Counselling 4. Confidentiality 5. Security 6. Intro to Minimisation & Management of Aggression 7. Intro to Quality & EquiP 8. Overview Corporate Policies 9. Basic CPR Video	Within first 2 weeks			
Day 2 General Orientation: 1. Fire & Safety 2. Disaster / Critical Incident Management 3. Medical Emergency Team 4. Overview of OH&S 5. Overview of Infection Control 6. Manual Handling Phase 1 7. Overview of Waste Management	Within first 2 weeks			
Ward/Department Orientation Commenced	Day 1 - 2			
Corporate Manual/ Dept Manuals/ Policies & Procedures	Within first 2 weeks			
Privacy/Confidentiality	Within 1 st week			
Electronic & Metal Keys Arranged	Within 1 st week			
Access to Network PC arranged	Within 1 st week			
Evacuation Routes	Within 1 st week			

SWSCRC Staff Orientation Checklist

Activity / Task	Time Frame	Date Completed	Signed off - employee	Signed off - Supervisor
Location of fire extinguishers	Within 1 st week			
Procedure for Reporting Hazards	Within 1 st week			
Procedure for reporting Incidents/ Accidents	Within 1 st week			
Role of Divisional and Sector OH&S Committees	Within 2 weeks			
Introduction to Performance Management	Within 2 months			
PASS / Hospas training	Within 2 weeks			
Smoke free Workplace - exempted smoking areas	Within 1 st week			
Personal Protective Equipment (PPE)	Within 1 st week			
Housekeeping	Within 1 st week			
Waste Segregation	Within 1 st week			
MSDS	Within 1 st week			
Safe Work Practices	Within 1 st week			
Manual Handling Equipment Training	Within 2 weeks			
Multicultural skills training	Within 12 months			
Minimisation & Management of Aggression Level 2 Training	Within 6 months if applicable			
Aboriginal Cultural Awareness Training	Within 12 months			
Essential Child Protection Procedures	Within 6 months			
Service Managers must:				
Attend Workforce training	Within 2 weeks			
Attend ProAct/Kronos Training	Within 2 weeks			
Attend Oracle training	Within 2 weeks			
Other Ward/ Department Issues				
CRC Organisational Manual				
Carer Contacts brochure				
Photo ID + Payroll Number				
Motor Vehicle Fleet Management Policy				
Security Licence check				
Hours worked confirmation – Admin				
Code for toilets				
Code for photocopier				
Where is the fire hydrant				
Where is the Fire Exit				
Enact training				