

NEW EMPLOYEE INDUCTION CHECKLIST

Getting a new employee started, comfortable and empowered and ensuring you have legal issues covered is getting more and more complicated.

Bellow is a handy checklist to get your new employees "up to speed" as quickly as possible. Work through this form with your new employee and have them sign it, or give it to your manager or supervisor to work through with the new employee and have both of them sign it. While it's not whole induction story, (the employee might need on the job training or safety training as well) it is a handy defensive tool if anything goes wrong later.

Legal

Does the employee have a "letter of offer" which states starting wage, review periods, hours per week and legal basis of employment?

Does this meet the new national employment standards? ☐

Has the employee received and filled in a Tax Form and has this been sent? ☐

Has the employee been given the "ten items list" national employment standards under the Fair Work Act? ☐

Has the employee filled in an employment form showing their bank account details, home address and emergency contacts? ☐

Has the employee provided details of their superannuation account? ☐

Has the employee been through this induction list? ☐

Does the employee clearly understand that they have a responsibility, along with you, to implement OHS? ☐

Has the employee been notified of Fire Exits, Meeting Points, and what to do in case of emergency? ☐

If the employee works from home, has their home office been assessed for OHS? ☐

Has the employee been notified of their shifts, starts and times? ☐

Has the employee been notified of all company policies? ☐

Have the payroll details been notified to the relevant people? ☐

If the employee drives a company vehicle, has the insurance on the vehicle been reviewed to take the new employee into account? ☐

Health

Has the employee been provided with uniforms, or advised which clothing, hair and jewellery is unacceptable for safety reasons? ☐

Does the employee know where the lunch room, toilets, fire escapes etc are? ☐

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Does the employee know how to operate ALL the equipment they will use, from computers to animal equipment to staff microwaves? ☐

Has the employee been advised to wear only closed shoes? ☐

If the employee is handling animals, have you provided training on the risks of zoonoses including toxoplasmosis and Chlamydia?
(if not see template in members section handouts) ☐

If the employee is handling animals, have you provided training on bird/animal bites, how to avoid them and how to treat them?
(if not see template in members section handouts) ☐

If the employee is handling animals, have you provided training on how to clean the animals' cages correctly and how to handle the animals to maximise animal welfare? ☐

Client Service

Has the employee been advised of the correct way to answer the telephone? ☐

Has the employee been advised of the correct way to operate the till/computer? ☐

Has the employee been advised of the correct way to greet a client? ☐

Has the employee been advised of the complaints policy? ☐

Has the employee been trained in the use of the routine forms in your Business eg admission forms, vaccination forms etc. ☐

General

Has the employee been trained in setting and deactivating the alarms? ☐

Have you had keys cut for this employee? Have you logged these keys on the asset register in case they go missing? ☐

Have you included in the letter of offer the equipment which are "tools of trade" and included this equipment on your asset register? ☐

Has the employee been notified of your policy on personal phone calls, use of social networking sites and the internet generally, and business computers? ☐

Employee Declaration

I have been guided through each of these items with my supervisor or other appropriate person. I have had the training listed above and have had the opportunity to ask questions or clarify any issues I did not understand. I understand that I can continue to ask questions in my new job. I understand that I can be reprimanded for not implementing my training as above.

Signed _____ Print Name _____ Date _____

Supervisor signature _____ Print _____ Date _____

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