

# Induction Checklist

## How to use this document.

This checklist is in two parts.

### **PART A should be completed by the Senator or Member, or by an authorised office manager.**

It will assist Senators and Members to:

- induct a new MOP(S) Act employee (the new starter) into the workplace
- demonstrate that the Senator or Member and the new starter have sought to meet their respective obligations under the *Work Health and Safety Act 2011 (Cth)* and *Work Health and Safety Regulations 2011* (WHS legislation).

This form may also be used to induct volunteers who perform work for the Senator or Member, noting that the questions related to services offered to MOP(S) Act employees by Ministerial and Parliamentary Services (M&PS) will not apply.

### **PART B is to be completed by the Work Health and Safety (WHS) Site Officer.**

Part B will assist the WHS Site Officer to:

- induct new starters and volunteers conducting work for the Senator or Member into safe working practices
- ensure that contractors and other persons performing work within the workplace are familiar with the systems in place to manage risks to health and safety.

In some instances, tasks on this checklist will be undertaken by an office manager, the WHS Site Officer or another employee, in consultation with the new starter. It is recommended that completion of these tasks be recorded on this checklist, regardless of who completes them. Once this checklist is completed, both the new starter and the Senator or Member should sign and date it. **Both the new starter and the Senator or Member should retain a signed copy of the completed checklist for their own records, even after the employment has ceased.**

When Part B of this checklist is used by the WHS Site Officer to induct volunteers, contractors and other persons performing work within the workplace, **both the WHS Site Officer and the person being inducted should sign and date the checklist and retain a signed copy for their own records.**

Other forms, such as Form 53: Employee's Personal Particulars, Form 9: Superannuation Options, and Form 136: Employee's Travel Services Provider Profile and Cabcharge Card Request are accessible via the Employment section of the Ministerial and Parliamentary Services website under [Employee Agreement Bundle](#). These forms should be completed by the new starter prior to commencement, where practicable. This Induction Checklist **is not** provided as part of the Employment Agreement Bundle.

### **Your responsibility as an employing Senator or Member:**

As a Senator or Member, you have obligations under work health and safety and workplace relations legislation towards your workers – both MOP(S) Act employees and volunteers.

#### **Work Health and Safety**

Each Senator and Member is responsible for discharging the Commonwealth's WHS duties in respect of their work as a parliamentarian, and the work others perform for them.

Each Senator or Member must ensure, as far as is reasonably practicable, the health and safety of workers who carry out work for them in their capacity as a Senator or Member, including those MOP(S) Act employees that they employ.

Each Senator or Member must ensure that information, training and instruction provided to a worker is suitable and adequate, having regard to:

- (a) the nature of the work carried out by the worker
- (b) the nature of the risks associated with the work at the time the information, training or instruction is provided
- (c) the control measures implemented.

[Circular 2016/07](#) provides further information about the duties and responsibilities of Senators and Members under the WHS Act.

## Worker's Details:

<b>Name:</b>	
<b>Start Date:</b>	
<b>Position Title:</b>	
<b>Contact Details:</b>	

## PART A – GENERAL OFFICE INDUCTION

TO BE COMPLETED BY THE SENATOR OR MEMBER OR AUTHORISED OFFICE MANAGER

	Date completed	Employee's Initials
<b>General Orientation</b>		
Discuss role requirements and position description with new starter – preferably before commencement		
Ensure all relevant forms and paperwork provided in the new starter's employment bundle have been completed and provided to M&PS		
Arrange an office induction including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to all office staff, including the               <ul style="list-style-type: none"> <li>o WHS Site Officer (who will then complete PART B of this checklist)</li> <li>o First Aid Officer</li> <li>o Emergency Officer</li> <li>o Deputy Emergency Officer (noting that some of these positions may be held by the same MOP(S) Act employee)</li> </ul> </li> <li><input type="checkbox"/> Overview of Ministerial and Parliamentary Services website – in particular, how to access information on employment conditions and supporting guidelines, forms and WHS resources and information</li> <li><input type="checkbox"/> Awareness of <a href="#">New Employee's Guide</a> on the Ministerial and Parliamentary Services website</li> <li><input type="checkbox"/> M&amp;PS Staff Help Desk overview and contact information</li> <li><input type="checkbox"/> MOP(S) Act Professional Development Program</li> <li><input type="checkbox"/> Employee Assistance Program (EAP)</li> <li><input type="checkbox"/> Any office policies, procedures and administration processes</li> </ul>		
Arrange an ergonomic and/or worksite assessment through Konekt		
<b>Expectations of Performance and Behaviour</b>		
<input type="checkbox"/> Discuss job requirements including expected working hours, lines of reporting, etc		
<input type="checkbox"/> Provide the new starter with a duty statement, setting out the tasks expected of them, and the limits of their responsibilities.		
<input type="checkbox"/> Ensure that the new starter has an understanding of expected standards of behaviour – this may include use of social media, respectful communication, etc.		
<b>Office procedures</b>		
<input type="checkbox"/> Discuss how the new starter should advise the office and who they should advise of unplanned absences from work		
<input type="checkbox"/> Discuss arrangements for the approval of leave		

	Date completed	Employee's Initials
<input type="checkbox"/> Explain any records management or filing requirements		
<input type="checkbox"/> Discuss any other office procedures or routines, e.g. mail handling, security procedures, etc		
<b>Work Health and Safety Training</b>		
Ensure that the new starter completes the following online training modules within the first month:		
<input type="checkbox"/> Bullying & Harassment in the Workplace		
<input type="checkbox"/> Ergonomics and Manual Handling Training		
<input type="checkbox"/> Safe Travel		
<input type="checkbox"/> Slips, Trips and Falls		
<input type="checkbox"/> <a href="#">WHS Online Induction</a>		
Ensure that the new starter attends the next available <i>MOP(S) Act Employment – Terms and Conditions</i> training.		
<b>WHS Policies and Procedures</b>		
Direct the new starter to read the following WHS policy and procedure documents:		
<input type="checkbox"/> <a href="#">Workplace Bullying and Harassment</a>		
<input type="checkbox"/> <a href="#">Fatigue Management</a>		
<input type="checkbox"/> <a href="#">First Aid and Emergency Management</a>		
<b>Follow up after three weeks</b>		
Hold a “follow-up discussion” with the new starter (and WHS Site Officer/Office Manager if necessary) to:		
<input type="checkbox"/> Ensure any WHS recommendations arising from the ergonomic and/or worksite assessment have been addressed		
<input type="checkbox"/> Ensure that the new starter knows how to set up and use any equipment provided following an ergonomic and/or worksite assessment		
<input type="checkbox"/> Check progress of WHS training and understanding of policies and office procedures		
<input type="checkbox"/> Discuss any workplace issues that have arisen		
<b>Office specific requirements</b> (additional items to discuss with the new starter)		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**END OF PART A**

A new MOP(S) Act employee or volunteer and the Senator or Member should sign the section below once PART A has been completed.

<b>Employee / Volunteer:</b>	
<b>Senator or Member:</b>	
<b>Date:</b>	

## PART B - WORK HEALTH AND SAFETY INDUCTION

TO BE COMPLETED BY THE WHS SITE OFFICER

Worker's Details (if PART A was not completed):

Name:	
Start Date:	
Position Title:	
Contact Details:	

TO BE COMPLETED BY THE WHS SITE OFFICER

The following must be completed for ALL new starters, volunteers, contractors and other persons who perform work within the office:

<input type="checkbox"/>	Explain the role of a WHS Site Officer		
<input type="checkbox"/>	Remind new MOP(S) Act employees and volunteers where to access WHS policies and information on the Ministerial and Parliamentary Services website		
<input type="checkbox"/>	Remind new MOP(S) Act employees about the availability of online WHS training and how it can be accessed		
<input type="checkbox"/>	Show new MOP(S) Act employees where to access contact details for their Health and Safety Representative		
<input type="checkbox"/>	Advise all new workers that all incidents, near-misses and hazards must be reported		
<input type="checkbox"/>	Explain to all new workers how to report hazards using the hazard report form		
<input type="checkbox"/>	Explain to all new workers how to report an incident or injury through Konekt Response		
<input type="checkbox"/>	Advise all new workers to consider providing the first aid officer with information about any first aid needs that may require specific treatment in the event of a medical emergency, for example, severe allergies, or epilepsy		
<input type="checkbox"/>	Advise all new workers about the emergency evacuation procedures and emergency contacts for the office		
<input type="checkbox"/>	Show all new workers the location of emergency exits, fire extinguishers and the evacuation assembly point		
<input type="checkbox"/>	Show all new workers the location of duress alarms and explain how and when they should be used		
<b>Follow up after one week:</b>			
<input type="checkbox"/>	Answer the new starter's questions and review work practices and procedures as required		
<input type="checkbox"/>	Check whether an ergonomic assessment has been arranged		
<input type="checkbox"/>	Check that online training modules have been completed		

END OF PART B

The person being inducted and the WHS Site officer should sign the section below once PART B has been completed.

Employee / Volunteer / Contractor / Other person working in the office:	
WHS Site Officer:	
Date:	

Each person signing above should each retain a signed copy of this checklist.