



Australian Government

Department of Finance

Ministerial and Parliamentary Services

Employee induction checklist

Employee's details

Name:

Start date:

Position title:

Contact details:

Part A – general office induction

To be completed by the parliamentarian or authorised office manager.

General orientation	Date completed	Employee to initial
Discuss role requirements and position description with employee <ul style="list-style-type: none">• preferably before commencement• confirm agreement of work base		
Ensure all relevant forms and paperwork provided in the employee's employment bundle have been completed and provided to MaPS and the Independent Parliamentary Expenses Authority (IPEA)		
Arrange an office induction including: <input type="checkbox"/> Introduction to all office staff, including the: <ul style="list-style-type: none">• WHS Site Officer (who will then complete part B of this checklist)• First Aid Officer• Emergency Officer• Deputy Emergency Officer.		
Noting that some of these positions may be held by the same person.		

- For staff at Parliament House, an introduction to the nurse's station. Noting that at Parliament House, all security guards are trained first aid officers.
- Overview of MaPS website – in particular, how to access information on employment conditions and supporting guidelines, forms, Online HR, PEMS and WHS resources and information, including pages detailing how to contact a Health and Safety Representative and/or Staff Assistance Officer.
- MaPS Help Desk overview and contact information.
- MOP(S) Act Professional Development Program.
- Employee Assistance Program.
- Any office policies, procedures and administration processes.

Expectations of performance and behaviour

Date completed

Employee to initial

Discuss job requirements: probation, expected working hours, lines of reporting, etc.

Provide the employee with a position description and performance agreement, setting out the tasks expected of them and the limits of their responsibilities. Discuss how often this will be reviewed and revised.

Ensure the employee has an understanding of expected standards of behaviour – this may include use of social media, respectful communication, etc. Provide a copy of the office's policies on this.

Office procedures

Date completed

Employee to initial

Discuss how the employee should advise the office and who they should advise of unplanned absences from work.

Discuss arrangements for the approval of leave.

Explain any records management or filing requirements.

Discuss any other office procedures or routines: mail handling, security procedures, etc.

Office specific requirements (additional items to discuss with the new starter)

Date completed

Employee to initial

End of part A – The new employee and the employing parliamentarian should sign once part A has been completed.

Employee:

Parliamentarian:

Date:

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

Part B – work health and safety induction

Employee's details (if part A was not completed)

Name:

Start date:

Position title:

Contact details:

To be completed by the WHS Site Officer.

WHS overview	Date completed	Employee to initial
The following must be completed for ALL new starters, volunteers, contractors and other persons who perform work within the office.		
<input type="checkbox"/> Advise the employee of their duties under the WHS Act.		
<input type="checkbox"/> Explain the role of a WHS Site Officer.		
<input type="checkbox"/> Show the employee where to access WHS policies and information on the MaPS website		
<input type="checkbox"/> Show the employee how they can access WHS training modules online through MOP(S) Learning		
<input type="checkbox"/> Advise the employee that all incidents, near-misses and hazards must be reported.		
<input type="checkbox"/> Explain to the employee how to report hazards using the online WHS portal.		
<input type="checkbox"/> Explain to the employee how to report an incident or injury.		
<input type="checkbox"/> Advise the employee 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 the employee about the emergency evacuation procedures and emergency contacts for the office and discuss whether a personal emergency evacuation plan may be required (e.g. for mobility or sight limitations etc.).		
<input type="checkbox"/> Show the employee the location of emergency exits, fire extinguishers and the evacuation assembly point.		

Show the employee the location of duress alarms and explain how and when they should be used.

Ask the employee if there are any workplace adjustments required to enable them to conduct their role. They can email mopswhs@finance.gov.au to arrange for a needs assessment.

Work health and safety training

Date
completed

Employee
to initial

Ensure the employee completes all available online training modules within the first month including:

Workstation setup and ergonomic assessment

Bullying & harassment in the workplace.

Ensure that the employee attends the next available training on MOP(S) Act employment conditions offered under the MOP(S) Act Professional Development Program.

WHS policies and procedures

Date
completed

Employee
to initial

Direct the employee to read the following WHS policy and procedure documents:

Workplace bullying and harassment

Fatigue management

First aid and emergency management.

Follow up after one week:

Answer the employee's questions and review work practices and procedures as required.

Check whether an ergonomic assessment has been arranged.

Check that online training modules have been completed.

Follow up after three weeks:

Hold a 'follow-up discussion' with the employee (and WHS Site Officer/Office Manager if necessary) to:

Ensure any WHS recommendations arising from the ergonomic and/or worksite assessment are addressed

- Ensure that the employee knows how to set up and use any equipment provided following an ergonomic and/or worksite assessment
- Check progress of WHS training and understanding of policies and office procedures
- Discuss any workplace issues that have arisen.

End of part B – the new employee and the WHS Site Officer should sign once part B has been completed.

Employee: _____

WHS Site Officer _____

Date: _____

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

How to use this document

This checklist is in two parts.

Part A should be completed by the parliamentarian, or by an authorised office manager.

It will assist parliamentarians to:

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

This form may also be used to induct new volunteers who perform work for the parliamentarian, noting that the questions related to services offered to MOP(S) Act employees by MaPS 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 parliamentarian 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 parliamentarian should sign and date it. **Both the new starter and the parliamentarian 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 employment forms are accessible via the employment section of the [MaPS website](#).

Your workplace responsibilities as an employing parliamentarian

Work health and safety

You have obligations under work health and safety and workplace relations legislation towards your employees – both MOP(S) Act employees and volunteers. Each parliamentarian is responsible for discharging the Commonwealth's WHS duties in respect of their own parliamentary work.

Each parliamentarian must ensure, as far as is reasonably practicable, the health and safety of employees who carry out work for them in their capacity as a parliamentarian.

Each parliamentarian must ensure that information, training and instruction provided to an employee is suitable and adequate, having regard to:

- the nature of the work carried out by the employee
- the nature of the risks associated with the work at the time the information, training or instruction is provided
- the control measures implemented

Further information about the duties and responsibilities of parliamentarians under the WHS Act can be found on the [MaPS website](#).

Recruitment

You are responsible for drafting recruitment advertisements for vacant positions and selecting successful candidates. Ensuring that, consistent with good employment practice, completed employment agreements and associated documentation are submitted without delay to MaPS.

In consultation with employees, you are responsible for:

- allocating duties to individual employees
- allocating Electorate Staff Allowance (ESA) to electorate positions.

Managing staff

As an employing parliamentarian, you have 'people management' responsibilities including but not limited to:

- nominating employees for work health and safety roles
- approving certain employee training and leave in accordance with the Enterprise Agreement and travel in accordance with the staff travel determination

- ensuring good employment practices are followed (for example: providing induction for new employees, work health and safety, freedom from discrimination and harassment)
- consulting with employees about any major changes in the workplace in accordance with clause 6 of the Enterprise Agreement
- resolving issues which may arise in relation to workplace practices
- terminating the employment of employees.