



# NEW STARTER CHECKLIST FOR MOP(S) ACT EMPLOYEES

## Employee's details

Name:

Start date:

Position title:

Contact details:

## Instructions for completion

There are two parts to this checklist.

**Part A** is to be completed by the employee's manager (Parliamentarian or Office Manager) and the employee.

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

The checklist may also be used to induct volunteers, contractors and other persons performing work within the workplace. For further information, please refer to **How to use this document** on page 5.

## Part A – On-boarding

To be completed by the new employee's manager (Parliamentarian or Office Manager) and the employee.

### PREBOARDING & WELCOME

Step	Completed by	Completed date
<input type="checkbox"/> Pre-employment welcome discussion to confirm start date, arrival time, parking, salary and announcements. Confirmation that paperwork has been completed <a href="#">online</a> for the MOP(S) Pay and Conditions Team	Manager	<input type="text"/>
<input type="checkbox"/> <a href="#">Australian Government Security Vetting Agency</a> (AGSVA) paperwork completed	New Employee	<input type="text"/>

### TO BE COMPLETED ON EMPLOYEE'S FIRST DAY

*Receive first day welcome email (to be sent by MaPS)*

<input type="checkbox"/> Access card, keys and appropriate security codes provided	Manager	<input type="text"/>
<b>Tour of the building, workstation set-up and introductions:</b>		
<input type="checkbox"/> Tour of common areas kitchen, toilets etc.	Manager	<input type="text"/>
<input type="checkbox"/> Introductions to key individuals, WHS Officer, First Aid Officer, Emergency and Deputy Emergency Officer	Manager	<input type="text"/>
<input type="checkbox"/> Colleague introductions	Manager	<input type="text"/>
<input type="checkbox"/> Workstation set-up and ergonomic assessment booked (if required) with <a href="#">MaPS HR Advice and Support Team</a>	Manager	<input type="text"/>

## TO BE COMPLETED IN EMPLOYEE'S FIRST WEEK

### Introductory discussion with employee:

<input type="checkbox"/>	Performance expectations (a Performance Agreement to be set up in the first month)	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Job requirements/duties/position description	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Probation arrangements	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Working hours (including working remotely)	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Reporting lines	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Leave requests/approval of leave	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Records management	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Communication platforms and expectations	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Office security / mail handling	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Travel and expenses	Manager	<input type="checkbox"/>
<input type="checkbox"/>	Expected standards of behaviour and social media	Manager	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">WHS supports/contacts</a>	Manager	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Statement of Standards completed (if employed by a Minister or Assistant Minister)</a>	New Employee	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Statement of Private Interests completed</a>	New Employee	<input type="checkbox"/>
<input type="checkbox"/>	MOP(S) <a href="#">Learning account</a> activated	New Employee	<input type="checkbox"/>
<input type="checkbox"/>	Induction <a href="#">online foundation</a> module training completed	New Employee	<input type="checkbox"/>
<input type="checkbox"/>	Face to Face <a href="#">Induction Program</a> booked (to be completed within three months of commencement)	New Employee	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">GovTEAMS</a> account activated / Calendar invitations sent for team meetings	Manager/ New Employee	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">PEMS</a> account activated	New Employee	<input type="checkbox"/>
<input type="checkbox"/>	Lobbying Code of Conduct - <a href="#">Obligations for MOP(S) employees</a>	New employee / Manager	<input type="checkbox"/>
<input type="checkbox"/>	In office WHS briefing (refer to checklist in Part B):	WHS Site Officer/ Manager	<input type="checkbox"/>

## TO BE COMPLETED IN EMPLOYEE'S FIRST MONTH

<input type="checkbox"/>	Development of Performance Agreement ( <a href="#">template here</a> )	Manager/ New Employee	
<b>Familiarisation of <a href="#">legislation and policies</a>:</b>			
<input type="checkbox"/>	<a href="#">Employment conditions</a>	New Employee	
	<ul style="list-style-type: none"> <li>• the Enterprise Agreement</li> <li>• the Enterprise Agreement guidelines</li> </ul>		
<input type="checkbox"/>	<a href="#">Workplace Health, Safety and Wellbeing Policy</a>	New Employee	
<input type="checkbox"/>	<a href="#">Other WHS policies</a>	New Employee	

## TO BE COMPLETED IN EMPLOYEE'S FIRST 3 MONTHS

<input type="checkbox"/>	Safe and Respectful Workplaces Program completed	New Employee	
<input type="checkbox"/>	Face to Face <a href="#">Induction Program</a> completed	New Employee	
<input type="checkbox"/>	<a href="#">Check in</a> performance discussion with employee (Discussion to provide feedback, clarify role and expectations)	Manager	
<input type="checkbox"/>	Probation completed (if applicable)	Manager	

*Note: If probation period is not extended in writing, the probation period will automatically be confirmed*

### 3 month check in call (completed by MaPS)

## TO BE COMPLETED BY THE END OF EMPLOYEE'S FIRST YEAR

<input type="checkbox"/>	Performance check-in conversations including two formal conversations completed and recorded	Manager/ New Employee	
<input type="checkbox"/>	<a href="#">Safe and Respectful Workplaces</a> Program refresher (12 months after initial program is completed)	New Employee	

**End of part A – The new employee and their manager should sign once part A has been completed.**

**Employee signature:**

**Date:**

**Manager signature:**

**Date:**

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

## Part B – Work Health and Safety Obligations

### WHS SITE OFFICER BRIEFING

Date completed

WHS site officer  
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 worker of their duties under the WHS Act		
<input type="checkbox"/>	Explain the role of a WHS Site Officer		
<input type="checkbox"/>	Show the worker where to access WHS policies and information on the <a href="#">MaPS website</a>		
<input type="checkbox"/>	Show the worker how they can access WHS training modules online through <a href="#">MOP(S) Learning</a> ( <b>MOP(S) Act employees only</b> )		
<input type="checkbox"/>	Advise the worker that all incidents, near-misses and hazards must be reported. Explain to the worker how to report all incidents, near misses and hazards (including injuries) using the online <a href="#">WHS portal</a>		
<input type="checkbox"/>	Advise the worker 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 worker 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 worker the location of emergency exits, fire extinguishers and the evacuation assembly point		
<input type="checkbox"/>	Show the worker the location of duress alarms and explain how and when they should be used		
<input type="checkbox"/>	Ask the worker if there are any workplace adjustments required to enable them to perform their role. Email: <a href="mailto:mopswhs@finance.gov.au">mopswhs@finance.gov.au</a> to arrange for a needs assessment (incl all reasonable adjustments) ( <b>MOP(S) Act employees only</b> )		

The worker and the WHS Site Officer should sign once part B has been completed.

Worker signature:

Date:

WHS Site Officer signature:

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 employee's manager (the Parliamentarian or Office Manager) and the employee.**

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 sections 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 worker. 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 WHS Site Officer should sign and date it. **Both the new starter and the WHS Site Officer 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](#).