

# WORKPLACE ORIENTATION CHECKLIST

To be completed in the first week of placement

## Activities to be completed by candidate with workplace Supervisor or delegate

√ n/a **Important Policy and Procedure**

- ☐ ☐ Code of Conduct
- ☐ ☐ Occupational Health & Safety policies
- ☐ ☐ Emergency procedures
- ☐ ☐ Discrimination and Harassment Grievance procedures
- ☐ ☐ Conflict of Interest Policy
- ☐ ☐ Intellectual Property Policy

√ n/a **Work Area Orientation**

- ☐ ☐ Introduced to the person they report to on a day to day basis and immediate co workers
- ☐ ☐ Keys/swipe card to office given (if applicable)
- ☐ ☐ Parking permits have been provided (if applicable)
- ☐ ☐ Tour of work area provided including whereabouts of amenities
- ☐ ☐ Emergency evacuation procedures explained
- ☐ ☐ First Aid information explained
- ☐ ☐ Key Health and Safety information explained
- ☐ ☐ Any workplace related risk assessments Introduced to personal work space
- ☐ ☐ Shown how to operate computer and other key equipment (photocopier, fax, printer)
- ☐ ☐ Informed of internal/outgoing mail procedures
- ☐ ☐ Identify and discuss essential operating policies and who to ask for help

√ n/a **Job performance**

- ☐ ☐ List of duties given
- ☐ ☐ Responsibilities and objectives of role explained
- ☐ ☐ Deadlines set (if applicable)

The completed form needs to be forwarded to Vanessa Green ([v.green@unsw.edu.au](mailto:v.green@unsw.edu.au)) in the first week of internship

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Workplace Supervisor or Delegate: \_\_\_\_\_

Date: \_\_\_\_\_