PEARLS OF WISDOM

Example – Induction Checklist

Prior to start:

- ☐ Resume
- ☐ Application Form
- ☐ Referee Check

At first meeting:

- ☐ Written information about the person: likes, dislikes, place in the family, community, statement of purpose about support, and establishes who the person is.
- ☐ Culture of support & ground rules

The paper work:

- ☐ Fair Work Information Statement to be provided
- ☐ Letter of Offer – to be signed
- ☐ Personal Banking form – signed details of bank account details for payment required.
- ☐ Tax File declaration and Withholding declaration
- ☐ Superannuation Choice form
- ☐ Photocopy two forms of ID e.g. Drivers License/Passport and Medicare Card/Bank Account Card
- ☐ Photocopy of First Aid & CPR Certificates (If required)
- ☐ Photocopy of Paid (P) Blue Card or DSQ Positive Notice Card (Yellow Card) or make arrangements for police screening.

Recommended policies & procedures:

- ☐ Duty of care
- ☐ Safe work practices
- ☐ Incident & injury report forms
- ☐ Go through a home & community safety checklist with the worker & provide information about any hazards & come up with a plan to deal with this (document this if you can)
- ☐ Talk about how you want to handle complaints or compliments between each other (this could be recorded in a ground rules document)
- ☐ Talk about confidentiality & privacy and what you expect and how you will protect their privacy & confidentiality (this could be recorded in ground rules document or make a form to be signed)

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Assessing & minimising potential harm:

- ☐ Are there any requirements of the job that could cause potential harm to the person supported if the worker wasn't informed e.g. personal care, fears, road safety, response to pain, unusual responses to situations etc.
- ☐ Are there any requirements of the job that could cause potential harm to the worker e.g. safe lifting requirements, environmental risks, understanding behaviour as communication etc.
- ☐ Document the risks associated with potential harm and how these are recorded in the management plan. Ensure all workers understand the risks and have been inducted or have training into how to manage a potential situation.
- ☐ Review & update as required.

Induction training:

- ☐ Phase 1: observing someone else perform the roles
- ☐ Phase 2: participating in the tasks and asking questions
- ☐ Phase 3: being successfully observed performing the tasks required

It is recommended that you record the induction provided and have workers sign that they have received the information. This could provide evidence at a later date as to what information was given to a worker when they were engaged.