



# Workplace Orientation

A workplace orientation introduces a new person to their workplace and their job requirements and conditions and helps them become a productive part of the organisation as quickly as possible.

Company Name: .....

Company Address: .....

Job Title: ..... Supervisor: .....

Temporary Staff Member: .....

Contact Number: ..... RE number: .....

Once completed, please fax through a copy to Odyssey Recruitment on **07 3229 1254** or Email: **info@odysseyrecruit.com.au**

Induction Checklist		
Items to be Covered	Checked	Additional Information
Location of amenities and facilities e.g. toilets, lunch room, storage of belongings etc		
Company policies and procedures e.g. smoking, health and safety, security etc		
Accident and emergency situation procedures		
Location of fire alarms / extinguishers / exits		
First aid facilities		
Protective clothing and footwear required		
Acceptable and non-acceptable behaviour		
Introduction to colleagues and identify supervisor to report to		
Location and layout of workspace to be used		
The job itself and expectations		
Outline priorities of work tasks		
Instructions and demonstration for safe usage of equipment to be used in the workplace		
General housekeeping e.g. tidiness, waste etc		
Hazardous substances – storage and use		
Manual handling		
Additional Areas to be Considered		

Temporary Staff's Signature: ..... Date: .....

Workplace Supervisor's Signature: ..... Date: .....