

# 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: \_\_\_\_\_