Surf Life Saving Australia Induction Checklist

- **Have provided with/access to the following resources:**
  - ☐ SLSA Staff Handbook
  - ☐ SLSA Staff IT Handbook
  - ☐ Enterprise Agreement
  - ☐ Current SLSA Annual Report
  - ☐ SLSA Constitution*
  - ☐ SLSA Regulations*
  - ☐ Member Safety & Wellbeing Policy*
  - ☐ *SLS 2020*
  - ☐ SLSA Strategic Plan 2012-2016
  - ☐ Staff Structure
  - ☐ SLSA National Directory
  - ☐ SLSA Guide to IT Resources

- **Have had a discussion on the following:**
  - ☐ SLSA Staff Handbook
  - ☐ SLSA – Who we are and what we do
  - ☐ *SLS2020*
  - ☐ SLSA Strategic Plan 2012-2016
  - ☐ The purchasing/invoicing process

- **Have provided the following forms to Finance:**
  - ☐ an employment declaration
  - ☐ pay details
  - ☐ Superannuation form

- **Has been given a computer and can**
  - ☐ access email & the network
  - ☐ access the online help
  - ☐ access templates set up for written communication
  - ☐ access the printers

- **Has been around the office and:**
  - ☐ has met the rest of the team
  - ☐ knows where kitchen & bathroom is
  - ☐ knows how to open/lock up the office
  - ☐ has a fob/alarm code
  - ☐ knows the mailing & filing procedures
  - ☐ knows the WHS procedures (see WHS officer)
  - ☐ knows the fire drill (see fire warden)
  - ☐ knows the storage system

- **Has been given a workstation with:**
  - ☐ draws
  - ☐ stationery
  - ☐ a phone and a copy of the phone guide

- **Has been shown the print/stationary room and:**
  - ☐ has been shown the basic features of the photocopier (print/scan/fax/copy)
  - ☐ has been shown the:
    - ☐ binder
    - ☐ laminator
    - ☐ security bin
  - ☐ has been shown the stationery supply and the re-order process
  - ☐ has been shown the pigeon hole mail system

- **Has the opportunity to ask ongoing questions after reading the SLSA Handbook**

I acknowledge that this induction process has been carried out as outlined and that the new employee has a satisfactory understanding of the issues contained in this checklist:

Supervisors Name	Position
Signature	Date
Employees Name	Position
Signature	Date

* Documents can be found on SLSA website.