

# YMCA of Sydney Induction Plan / Sign Off

WPM

Name: Shannon Noble Position: Outside School Hours Care Assistant  
 Location: Caringbah

YMCA of Sydney	Explanation Confirmed (initial)	Access to Policies & Procedures	Accessed
Our Mission	<u>SN</u>	OH&S Policy	<u>SN</u>
Our vision	<u>SN</u>	Equal Employment Opportunity	<u>SN</u>
The workplace culture		Grievance Policy	

Workplace Environment	Explanation Confirmed (initial)	Communication Systems	Demo/Issued
Emergency Exits & Assembly Points	<u>SN</u>	Demonstrate use of telephone,	<u>SN</u>
Non Smoking Workplace	<u>SN</u>	voicemail, fax & photocopier	
Location light switches, kitchen,	<u>SN</u>	Email Address Set Up	<u>SN</u>
bathrooms, first aid box, accident		Computer Log In allocated	<u>SN</u>
reporting forms		Mail & stationery processes	<u>SN</u>
Explain staff parking locations	<u>SN</u>	Phone contacts and personnel	<u>SN</u>
Opening & Closing procedures	<u>SN</u>	descriptions	
Issue security keys/codes	<u>SN</u>	Access to intranet & training	<u>SN</u>

Job Performance	Explanation Confirmed (initial)	Working Conditions	Explained
Position description	<u>SN</u>	Advise start & finish times, lunch	
Performance Management Process	<u>SN</u>	breaks	<u>SN</u>
Organise meetings with key staff	<u>SN</u>	Introduce to all staff	<u>SN</u>
Code of conduct	<u>SN</u>	Relevant work hazards	<u>SN</u>
Workplace Reporting relationships	<u>SN</u>		
Staff Development training opportunities	<u>SN</u>		

Position Specific Induction	<u>SN</u>	Position Title: <u>Outside School Hours Care Assistant</u>
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(The explanation was suitable and I understand the content. Please initial or ask for more information)

This form must be completed and returned to Human Resources Department at Support Services

