



# SYDNEY ZOO

## INDUCTION CHECKLIST

TASK		ELEMENT	DATE	INITIAL
<b>CONTRACT OF EMPLOYMENT</b>	<input type="checkbox"/>	<i>Job Description</i>		
	<input type="checkbox"/>	<i>Employment Status</i>		
	<input type="checkbox"/>	<i>Probationary Period</i>		
	<input type="checkbox"/>	<i>Leave Entitlements</i>		
	<input type="checkbox"/>	<i>Bank Account</i>		
	<input type="checkbox"/>	<i>Superannuation</i>		
	<input type="checkbox"/>	<i>Employee Detail</i>		
	<input type="checkbox"/>	<i>TFN Paperwork</i>		
	<input type="checkbox"/>	<i>Award Details</i>		
<b>INTRODUCTIONS</b>	<input type="checkbox"/>	<i>Colleagues</i>		
	<input type="checkbox"/>	<i>Supervisors</i>		
	<input type="checkbox"/>	<i>Management</i>		
	<input type="checkbox"/>	<i>Other areas/contractors</i>		
<b>TOUR OF WORKPLACE</b>	<input type="checkbox"/>	<i>Toilets &amp; facilities</i>		
	<input type="checkbox"/>	<i>Outlets</i>		
	<input type="checkbox"/>	<i>Back-of-house areas</i>		
	<input type="checkbox"/>	<i>Front-of-house areas</i>		
	<input type="checkbox"/>	<i>Grounds</i>		
<b>EMERGENCY PROCEDURES</b>	<input type="checkbox"/>	<i>Who to contact in an emergency</i>		
	<input type="checkbox"/>	<i>First aid stations &amp; Officers</i>		
	<input type="checkbox"/>	<i>Evacuation Procedures and muster points</i>		



TASK		ELEMENT	DATE	INITIAL
<b>STANDARDS/POLICY DOCUMENTS</b>	<input type="checkbox"/>	<i>Equal Opportunity Employment</i>		
	<input type="checkbox"/>	<i>Code of Conduct</i>		
	<input type="checkbox"/>	<i>SZ Employment Handbook</i>		
	<input type="checkbox"/>	<i>Personal/Annual Leave</i>		
	<input type="checkbox"/>	<i>Drug &amp; Alcohol Policies</i>		
	<input type="checkbox"/>	<i>Disciplinary and grievance procedures</i>		
	<input type="checkbox"/>	<i>Personal visits, telephone calls etc</i>		
	<input type="checkbox"/>	<i>White card &amp; PPE</i>		
	<input type="checkbox"/>	<i>WHS &amp; Rehabilitation Policy</i>		
	<input type="checkbox"/>	<i>Travel to Work</i>		
<b>WHS &amp; REHABILITATION POLICY</b>				

*POLICIES*

*Other*

*Induction conducted by:*

*Date of Induction:*

*Employees Signature*