



Departmental Induction Checklist for Casual Staff

This checklist should be completed for each new staff member.

Name of Staff Member: _____

Department: _____ **Start Date:** _____

Position Title: _____

Pre-Start Preparations	Completed
Organise the workplace, building access and desk setup	
Organise any equipment or protective clothing that may be required	
Organise any materials or stationery that may be required	
User name and password for the Web Kiosk received (Contact: ITS Helpdesk, extn 8888)	
Arrange email address and access to systems as needed (Contact: ITS Helpdesk, extn 8888)	
Organise any pre-start training or training required immediately after start, if appropriate	
Speak to the new employee's manager to ascertain if there are any health and safety or disability requirements to be addressed	
Introduction to the Department	Completed
Welcome to the Department	
Introduction to Head of Department/Senior staff	
Familiarisation with location of place of work and support facilities such as toilets, tea and coffee making facilities.	
Introduction to colleagues	
Brief description of Department/Division	
Security access and procedures explained	
Use of telephone features	
Familiarisation with the University and Departmental web pages	
Informed of relevant policies	
Introduction to the Job	Completed
Clarification of the job description and explanation of the key outcomes	

Conditions of Service Information	Completed
Received training in the use of the Web Kiosk (Designated trainer within the department, except for those managing staff who should contact hrrsystems@otago.ac.nz)	
Completed equity details under personal information in the Web Kiosk	
Clarification of hours of work, lunch and tea breaks	
Absence, lateness (Who to notify)	
Overtime/Shift arrangements (if any)	
Holiday entitlement (procedures for applying for leave)	
Sickness (Who to notify, by when, where to send certificates etc.)	
Sickness Benefits	
Health and Safety	Completed
Introduction to Departmental Health & Safety Officer	
Provided with ACC Habitatwork link (http://www.habitatwork.co.nz/) for computer health and safety, contact for workstation assessment if required	
Informed of the University's health and safety systems (injury and hazard reporting) and the staff member's responsibilities	
Shown the health and safety website: www.otago.ac.nz/healthandsafety/	
Met with key health and safety people in the department – Fire Wardens and First Aid Personnel	
Informed of health and safety issues and given/shown the hazard register for the department and the control procedures	
Informed of emergency procedures and the academic staff member's responsibilities for the evacuation of students in their lectures/laboratories	
Informed of health and safety training courses available and appropriate enrolments completed (Contact: hrtraining@otago.ac.nz)	
Health and Safety – Laboratory (if relevant)	Completed
Introduction to Departmental laboratory Officer or Sector Manager	
Received copy of laboratory rules/instructions	
Undertake training related to working in a laboratory before beginning laboratory work	
Shown spill kit and laboratory emergency equipment	
Informed of specific health and safety issues in laboratories	
Informed of health and safety training courses available and appropriate enrolments completed (Contact: hrtraining@otago.ac.nz)	
Informed of research being undertaken under HSNO Act approvals and with imported risk biological materials	

Health and Safety – Animal Welfare (if relevant)		Completed
Received relevant training in Animal Welfare		
Received relevant training in Animal Handling		
Health and Safety – Boating Activities (if relevant)		Completed
Introduction to Departmental Boat Officer		
Received copy of Boating Code of Practice		
Arrangements made to process authorised boat operator.		
Health and Safety – Scuba Diving Activities (if relevant)		Completed
Introduction to Departmental Diving Officer		
Receive copy of Diving Code of Practice		
Arrangements to process authorised diver		
Induction Checklist Completed		
New Member of Staff		
Signature:		
Date:		
Department Induction Facilitator		
Signature:		
Date:		

Please remember to return this checklist to the Divisional Office for your Division or the School Office in Health Sciences as soon as possible.