Orientation Checklist for New Staff

ILP / PHD / Masters Students go directly to point 4. Visiting Staff go directly to point 3.

1. Permanent employees
   - Have you visited Medicine HR (Jackie) and been inducted
   - Have you received your Zpass
     Skip to 4.

2. Casual Employees
   - Have you filled in a Salary 11 form from your supervisor; if you are unsure of what this is please call then centre prior to your starting day on +61 (2) 9385 1547 or email Sarah Ford at sarahf@unsw.edu.au
   - Have you received a Zpass – you can contact Sarah Ford (she sits at the front desk or you can email her at sarahf@unsw.edu.au ) or your supervisor to find out
     Skip to 4.

3. Visiting staff to CPHCE (more than 3 days)
   - Supervisor is to complete the OHS Induction form with you. This can be found on the CPHCE website under new staff. Your supervisor will pass this onto Sarah

4. Induction to the CPHCE
   - Introduction to building
     - Have you been walked through the level
     - Are you familiarised with location of:
       - First Aid officer
       - Fire Warden officer
       - Fire Exits
       - Fire extinguishers/ blankets
       - First Aid Kit
       - Kitchen
       - Toilets
       - Stationary room
     - Have you been shown the evacuation procedure and meeting areas
     - Have you been shown to your working area/office
     Visiting staff checklist ends here.

Computer set-up
- Can you use the following
  - Zpass
  - Email
☐ Myunsw
☐ Casual staffs only; use of myunsw to submit pay claims, view pay advice etc. More
information regarding this can be found on the website under ‘casual staff’

H&S

☐ Have you been directed to the CPHCE website > Staff page > New staff to complete the
following :
  ☐ OHS Induction form (OHS006)
  ☐ Employee Acknowledgement form
☐ Have you pass on the above two forms to the correct person; these forms must be
forwarded to Sarah Ford via scanning (you can learn how to scan documents by going to
the How Do I’s on the ‘Staff’ page) and emailing them to her at sarahf@unsw.edu.au or by
passing it to her at the front desk.
☐ Have you read the ‘Working at CPHCE website’ and other attachments shown under ‘new
staff’ on the CPHCE website that are applicable to you
  NOTE: you can find more information on Health and Safety by going to ‘Working at CPHCE’
  on our website

5. All staff working more than 7 hours per week need to complete the following, please ensure
you understand your commitment to do so within the week:
  ☐ EO online Module 1 (Managers and supervisors need to complete Module 1 & 2)
  ☐ OH&S Awareness Training
  ☐ Upon completion of the above, please complete the HS006a form found on the CPHCE
  website. Please forward this to Sarah Ford via email or hand in.

6. Has your Supervisor checked in
  ☐ Do you know all your working tasks to be completed
  ☐ Have you been introduced to other employees working in the centre

7. 2-3 Day follow up
  ☐ Has Gawaine/ Lynn/ Teng met with you to discuss how your are settling and cover a short
description of CPHCE and how the centre works as whole

8. 2-3 week follow up
  ☐ Has your supervisor ‘checked in’ to discuss your progress and address any issues you may
be having

Good Luck