

April Lee Safety induction

The following actions and information are required to occur on a new Employees commencement.

On commencement - Documentation				
Documentation completion - system - document packs				
Name	Employee		Manager	
	Read	Signed	Signed	
<u>IFA - Children's Services</u>				
Form - Part Time Flexibility Agreement	✓	✓		✓
Individual Flexibility Agreement - Children's Services Award	✓	✓		-
<u>Permanent (Award) - Coolamon - Education & Care Services</u>				
Code - Fair Work Information Statement	✓	✓		-
Form - Employee Banking Details	✓	✓		-
General Terms & Conditions (Education & Care) - Permanent (Award)	✓	✓		-
Information - Coolamon Employee Handbook	✓	✓		-
Information - Coolamon Health and Safety Handbook	✓	✓		-
Letter - Pre-Employment Health Declaration	✓	✓		✓
Letter of Offer (E&CS)	✓	-		-
Policy - Code of Conduct (Education & Care Services)	✓	✓		-
Policy - Confidentiality and Privacy (Education & Care Services)	✓	✓		-
Policy - Drug, Alcohol and Smoking (CG)	✓	✓		-
Policy - IT, Internet, and Email (Education & Care Services)	✓	✓		-
Policy - Learning & Development (Education & Care Services)	✓	✓		-
Policy - Performance Development (Education & Care Services)	✓	✓		-
Policy - Performance Review (Education & Care Services)	✓	✓		-
Policy - Respect (Education & Care Services)	✓	✓		-
Policy - Social Media (Education & Care Services)	✓	✓		-
Policy - Telephone (Education & Care Services)	✓	✓		-
Policy - Workplace Health and Safety Statement (Education & Care Services)	✓	✓		-
Documentation completion - system - individual documents				
Name	Read	Employee		Manager
		Signed	Visible	Signed
Form - Part Time Flexibility Agreement	✓	✓	✓	Approved
General Terms & Conditions (Education & Care) - Permanent (Award)	✓	✓	✓	-
Individual Flexibility Agreement - Children's Services Award	✓	✓	✓	-
Letter - Pre-Employment Health Declaration	✓	✓	✓	Approved
Letter of Offer (E&CS)	-	-	-	-