

FORM - Employee – Orientation Checklist - Office

Employee Details

Name:	
Position:	

General Induction – Office Staff (Manager is to ensure that the above-named employee has been provided with the following information and/or instructions)	Provided
QMS Orientation including: <ul style="list-style-type: none"> Occupational Health and Safety (OHS) Policy Hazard, incident and near miss reporting procedures Chemical Register and associated Material Safety Data Sheets (MSDS) 	
Location of amenities	
Location of first aid kits	
Emergency Procedures including location of emergency equipment and emergency evacuation areas	
Location of Personal Protective Equipment	
Location of Emergency Contact Numbers	
Payroll process including Timesheets & Leave Forms & Pay Day	
Working Week & Lunch Breaks – Email	
Parking	
Other	



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Managers Name:	
Managers Signature:	
Date:	

Employee Name:	
Employees Signature:	
Date:	