

## INDUCTION CHECKLIST

- INTRODUCTIONS TO STAFF
- ORIENTATION TO WORK AREA
- SECURITY CODES/KEYS
- TELEPHONE
- UNIT DIARY
- MESSAGE BOOK/BOARD
- FAX MACHINE
- IN/OUT BOOK/BOARD
- COMPUTER
- PHOTOCOPIER
- CLIENT'S NOTES/FILING
- STATIONERY
- ACCIDENTS AND FIRST AID
- VIOLENCE PROCEEDURE
- RELEVANT POLICIES   
e.g. Operational Policy for Directorate