
Master Checklist for Shopping Cart

- Business Collection
- Business Manual
- Orientation Manual
- Induction Manual

Recruitment Package –

- Position Description for Advertising
- Recruitment Checklist
- *Support Worker Job Description*
- Job Description template - (for own build)
- Application Acknowledgement
- Application Decline
- Letter of Casual Employment agreement
- Letter of Job Decline
- Service and Costing Contract
- Phone Interview Questions
- Basic interview Questions template – (for own build)
- Privacy Statement for Applicants

Employment Package –

- New Worker Checklist
- Working With Children Clearance Check NSW
- Reference Checks
- *Certificate Clearances*
- Letter of Casual Employment offer
- Fair Work Information Statement
- Direct Deposit Authorization
- Superannuation Choice Form
- Tax Declaration Form
- Privacy Statement for Applicants
- Worker Details Record
- Vehicle Use Agreement
- Worker Conduct Agreement General
- Response to Grievance Form
- Probation Evaluation Form
- Probation Success Letter,
- Unsuccessful Probation Letter
- *12 month record of Position offer Change from Casual to Permanent*
- Support for Carers
- Change of Pay Rate
- Performance Review Form Complex
- Performance Review Form Simple
- Pay slip
- Roster
- Timesheet
- Pay Guide

Vehicle Use Package –

- Vehicle Use Agreement
- Vehicle Safety Checklist
- Vehicle Use and Travel Fatigue
- Safe Driving Tips
- Vehicle Accident Report

Injury and Incident Package –

- Injury Policy
- Work Health and Safety Plan
- *Safety Checks and Renewals*
- Recording an Injury Guide
- Incident Report
- Register of Injuries
- Emergency Evacuation Report Register
- Emergency Medical Report
- About Work Cover
- Work Cover Record of Injuries
- iCare - Injury Notification Form - Injured Worker
- Return to Work Plan Guide
- Return to Work Plan Simple Template
- Return to Work Plan Complex template

Termination -

- Worker Termination Checklist
- Termination with Notice
- Termination Serious Misconduct
- Termination Redundancy
- Termination Resignation Acceptance Letter
- Exit Questions Complex
- Exit Interview Simple
- Worker Warning Notice Form
- Note of Unsatisfactory Work Performance Letter
- Worker Termination Record
- Certificate of Service

Staff Training Modules –

EVACUATION –

- Emergency Procedures
- Emergency Evacuation Register
- Exit Floor Plan of your home or main work environment

ENVIRONMENTAL –

- Basic Disaster Kit,
- Bush Fire Response Procedure,
- Electricity Basic Safety,
- Flood Safety,
- Ladder Safety,

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- Lightning Safety,
 - Working Out Door Alert

MEDICAL –

- Autonomic Dysreflexia,
- Dysphagia,
- Epilepsy and Seizure Guide,
- Heat Illness Prevention
- Heat Illness, what to do
- Basic First Aid Kit Components
- Medication Profile example
- Hand Washing
- Prevention of Disease Transmission
- Passive Stretching Exercises

CONTINENCE MATTERS -

- Autonomic Dysreflexia,
- Bowel Management,
- Emptying and Cleaning a Urinary Catheter Bag,
- Hand Washing,
- Instruction on Cleaning a Night Drainage Bag,
- Prevention of Disease Transmission.

MOBILITY MATTERS –

- Manual Handling booklet

WHEELCHAIR USE –

- Assembly and Deconstruction of a Manual Wheelchair,
- Wheelchair Maintenance

VEHICLE USE –

- Vehicle Use Travel and Fatigue,
- Vehicle Safety,
- Safe Driving Tips,
- Vehicle Accident Report

PERSONAL USE -

- *Communication Log*
- *Medical Log*
- *Emergency Contacts list*
- *Supplier Contacts and equipment details and references*
- *Good Service provider referred for back up support*
- *Interview Procedure Guide including a not negotiable list for prompting*
- *Your Strategic Plan is your NDIS personal plan*
- *Your review creates the coming plan*

Anything in *blue (light) italic print* indicates a document you will need to create yourself.