

Support worker induction checklist

ONBOARDING CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Employee _____ Role _____ Start date _____

Buddy or manager _____

Induction From the signed offer to the end of probation

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Check their background check or worker screening clearance is valid Record the number and expiry date.	Before day 1		
☐ Check the qualification the role needs, or their enrollment in one	Before day 1		
☐ Check their first aid and CPR certificates are current	Before day 1		
☐ Check their driver's license and car insurance if they'll drive for work	Before day 1		
☐ Collect the contract, payroll details, emergency contacts and any vaccination records your policy requires	Before day 1		
☐ Set up their logins for rostering and client notes, and issue their ID badge and PPE	Before day 1		
First day			
☐ Go through the code of conduct, client rights, and privacy and confidentiality	Day 1		
☐ Explain what counts as an incident or abuse, and how and when to report it Including the serious incidents your regulator requires you to report within set times.	Day 1		
☐ Train on infection control, hand hygiene and PPE	Day 1		
☐ Train on manual handling and the safe use of hoists and aids	Day 1		
☐ Explain lone working, check-in calls, and what to do if a client doesn't answer the door	Day 1		
First week			
☐ Read the care or support plan of each client they'll support	Week 1		
☐ Do buddy shifts with an experienced worker for each new client Meet the client and their family before supporting them alone.	Week 1		
☐ Train on writing progress notes and handing over at the end of a shift	Week 1		
☐ Train on medication assistance, if the role includes it They assist with medication only after their competency is assessed.	Week 1		
First month			
☐ Complete the mandatory training modules	Month 1		
☐ Have a supervisor observe their practice and sign off their competency	Month 1		
☐ Hold a first supervision session	Month 1		
End of probation			
☐ Hold the probation review and confirm the outcome in writing	Month 3		
☐ Update their training record and staff file	Month 3		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____