



Laundry Service Orientation Programme

Version No:

4

PURPOSE

1. To complete the administrative procedures involved in becoming an employee.
2. To provide an introduction to the rights and responsibilities of a WCDHB employee.
3. To provide an orientation to the work-place physical environment.
4. To identify specific learning needs and provide the necessary in-service education to enable the individual to achieve and maintain an acceptable standard of work performance.

Employee Name:

Date Began:

Reports to:

CHECK LIST

Administrative Procedures

Tick as accomplished

Time Sheets	
Non-disclosure declaration	
Direct Transfer of pay authority	
IRD Form	
Health Declaration	
Orientation to physical environment of laundry	
Organisational chart and work flow plan	
General orientation through Staff Development Unit	

Safety in the Laundry

Tick when accomplished

Personal responsibilities under the safety in the workplace legislation	
Incident and accident reporting	
General laundry safety rules	
Good housekeeping requirements	
Infection control/self protection	
Restricted access to laundry premises (non-laundry employees)	
Needle stick injury	
A.I.D.S policy (resource reading)	Infection Control Manual
Hepatitis B policy	
Lifting instruction	
Safety of electrical appliances	
Clear walk way rule	
Fire plan	
Relevant general work hazards have been brought to employees notice i.e Chemical Hazards Hot Water and Steam Pipes Wet Floors	



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Meeting Individual Learning Needs

Tick as accomplished

Procedure and safety aspects of:	
Sorting Linen	
Washers	
Dryers	
Colmac	
Ironer	
Dispatch	
Imprest	
Shake out/folding	

Supervisors Declaration

I have informed the employee of all Relevant Organisational Polices, Procedures and hazards in their workplace.

SIGNATURE _____ NAME _____ DATE _____

DESIGNATION _____

Employee Declaration

I understand any responsibilities as a West Coast District Health Board employee and towards Occupational Health and Safety within my work area.

SIGNATURE _____ NAME _____ DATE _____

Date orientation completed:/...../.....

Revision History	Version:	4
	Developed By:	Laundry Supervisor
	Authorised By:	GM- Corporate Services
	Date Authorised:	October 2002
	Date Last Reviewed:	November 2006
	Date Of Next Review:	November 2008