

Your Details

Your Name

Client Contact

Client Address

Client Phone

Date

Review Date

Signature

On Placement: When a suitable placement is identified for you, you will be required to:

| | Requirements | ✓ | Actions Arising |
|-------------------------|--|---|-----------------|
| Pre Placement | Confirm all details of placement with your consultant including: <ul style="list-style-type: none"> • Location • Commencement date and time • Hours of work • Contact person • Duties • Dress code | | |
| During Placement | Participate in a site induction including: <ul style="list-style-type: none"> • Site tour • Emergency Procedures • Facilities and amenities • Contact person(s) • Job role explanation • Task specific training (as required) • Security requirements • OHS Representative and/or requirements | | |
| | Ensure your workstation is correctly equipped to effectively conduct your tasks | | |
| | Work within description of duties at all times | | |
| | Follow all Slade Policies and Procedures | | |

*Please sign and return this form when completed attention to your Slade Consultant within 48 hours from commencement via fax to any of the fax numbers below.
 Melbourne: (03) 9235 5102 Sydney: (02) 9006 8700 Brisbane: (07) 3221 4088