

# INDUCTION GUIDE FOR LABOUR HIRE WORKERS



## **Welcome the labour hire worker for the angel they are in that moment in time:**

This person will try and transform your day from chaotic to calm. Make efforts as a whole team to welcome labour hire workers into your practice enthusiastically. Create a friendly and warm environment so they will be excited to return when you next need someone to help out.

## **Inductions/Design a Labour Hire Worker Guide:**

Labour hire workers develop great skills to adapt to their ever-changing working situations. Helping them in this process by designing a guide that details in simple terms on what they need to know, will help with the quality of service and support the labour hire worker in your practice procedures.

Here are some suggestions:

- Availability of parking
- Where to keep their belongings and change into their uniform
- **WHS inductions:** brief labour hire workers with a site specific safety induction outlining WHS duties, procedures, policies, practices and any known risks or hazards in the work place. For example: emergency evacuations plans, where to find PPE, where the first-aid kit is located and who to report to if any incidents arise.
- How to activate the autoclave, if you allow labour hire workers to do sterilisation
- Allow time to review the day procedures on what treatments are being performed on each patient, any medical concerns and to prepare for the day
- Photos of dentist's setup for each procedures
- Inform what get barriers and wiped with the appropriate solution
- Beginning and End of day procedures/checklist
- Who to go to in case their surgery runs out of stock or instruments
- Confirm start/finish times and any break times, where to go to get lunch and eat

Communicate your expectations of the labour hire worker effectively and they will be keen to help you as much as they are capable of doing.

## **Pay for early arrival:**

If time allows, ask the temp to arrive half an hour prior to the first patient. This will give them a chance to meet the team, get familiar with the procedures/patients requirements for the day, the layout of the surgery and steri-room and study your Labour Hire Worker Guide.

*Please note: If the labour hire worker has worked in your practice prior, please allow 15 minutes for the temp to be able to get prepare for the day – check out treatments performed on each patient and any medical concerns they need to be aware with patients that might arise during the placement. It will allow them to ask any questions they may have before the patient is in the surgery.*