



## Joining the Perisher Ski Patrol - Trainee On-Boarding Checklist (Overseen by assigned Mentor)

- Patroller Database** - register trainee on data base (full details recorded)
- ID Card** - issue ID card (trainee to supply photo), issue access card, assign patroller number, place card details on access system, explain Tube travel system
- National Park Pass** - issue pass for road access to National Park
- Raffle Tickets** - issue raffle tickets and explain obligation for return
- Facilities of the Patrol** - show ski and boot storage, showers, office, ski tuning, kitchen and toilets of HQ building
- Accommodation** - provide current handout on prices and rules, tour accommodation
- Roles and Responsibilities of a Trainee** - issue Trainee Handbook, explain contents, talk through flowchart to become a patroller, explain Progression to Probationary Patroller, explain limitations on conduct of trainees, provide list of T&T contacts
- Morning and Afternoon Log-on and Log-off** - show trainee radio room and log-on procedure and log-off procedure (including passes, trainee jackets and radios)
- Uniform (Trainee) and Loan Equipment** - explain loan system for jackets, medi-vests, bum-bags
- Radios** (See Radio System and Use Procedure) - explain radio system, provide handout on: channels, repeaters, radio failure procedures
- First Aid Supplies** - show where to obtain first aid supplies, issue face mask (must be carried at all times)
- Work Safety** - explain safe lifting procedures, explain Body Substances Isolation (gloves, face shields, masks, disposal of contaminated materials)
- Professionalism and Relationship with Company Staff** - issue handout on professional behaviour and interactions with Perisher Blue staff, go through expectations
- Orientation Maps** (See Maps Section) - provide orientation maps with authorised names, set task for trainee to learn names of lifts then runs etc
- Internet Access** - introduce trainee to Ski Patrol Internet site and messaging system (register trainee for use)
- Perished Thoughts** - put trainee on mailing list for Perished Thoughts, provide a copy of the latest magazine
- Working With Children Form** - collect completed form and return to Secretary
- HANDOUTS**
- Training and Testing Weekends Schedule and Protocol
- Child Protection Form / Privacy Form
- Examiner List
- Trainee Workbook

Date \_\_\_\_\_ Recruitment Officer \_\_\_\_\_

Trainee's Name \_\_\_\_\_