

SAFework SA EQUIPMENT AND RECORDS MANAGEMENT ENTRY AND EXIT PROCESS CHECKLIST

For Team Manager use

PURPOSE

This checklist assists managers administrating the commencement and departure of staff from employment with SafeWork SA whether permanently or for an extended period. Extended leave covers employees that are on leave for three months or more away from SafeWork SA such as maternity leave or working in another agency.

It identifies items that are given and returned and ensures effective management of records to mitigate operational risks to the agency.

Completed Forms are to be returned to Corporate Services (Human Resources)

REQUIREMENTS

- Managers will complete this Entry and Exit Checklist with their staff member, on commencement and prior to departing the agency.
- Equipment that does not apply to a particular staff member should be marked as N/A.
- All returned equipment must have the correct serial or asset number recorded.
- Additional relevant detail i.e. equipment lost, damaged or given to another staff member is to be recorded in the comments section.
- The manager of the team is responsible to ensure all equipment is returned to Corporate Services.

EMPLOYEE DETAILS

Employee name:		Work group:	
Employee ID:		User ID:	
Email address:		Classification:	
Job title:		Separation date:	
Commencement Interview conducted on (date):		Manager:	
Exit Interview conducted on (date):		Manager:	
By (person): Date and Signature			

1. Electrical equipment

Phones, camera and associated equipment is to be returned to Senior Admin Officer – Corporate Services

All other I.T. equipment is to be returned to Business Systems - Corporate Services.

	Serial/Asset Number	Issue date	Return date	Comment	Database updated	Returned to (name & signature)
Mobile Phone					<input type="checkbox"/>	
Mobile Phone Charger & Cables					<input type="checkbox"/>	
Digital Camera & Cables					<input type="checkbox"/>	
Video Camera & Cables					<input type="checkbox"/>	
Laptop					<input type="checkbox"/>	
Tablet					<input type="checkbox"/>	
Computer Docking Station					<input type="checkbox"/>	
Portable Printer					<input type="checkbox"/>	
Zip Drive					<input type="checkbox"/>	
Turbo Card					<input type="checkbox"/>	
Citrix Secure ID Token					<input type="checkbox"/>	
Any other Electrical Equipment (list with serial numbers)					<input type="checkbox"/>	

2. Security and assets

	Serial/Asset Number	Issue date	Return date	Comment	Database updated	Returned to (name & signature)
Inspector ID and Badge (Return to Governance Support Officer – Policy & Governance)					<input type="checkbox"/>	
Cancellation of delegations, authorisations and appointments. (Notify Governance Support Officer – Policy & Governance)					<input type="checkbox"/>	
As part of the Induction for new employees:						
• Accesses					<input type="checkbox"/>	
• Permissions					<input type="checkbox"/>	
• Equipment software					<input type="checkbox"/>	
Electronic Building Access Card (Return to Senior Admin Officer – Corporate Services)					<input type="checkbox"/>	
Car Park Pass – Private payers only (Return to Senior Admin Officer - Corporate Services)					<input type="checkbox"/>	
Departmental Car Key (Keep with Car)					<input type="checkbox"/>	

Departmental Fuel Cards (Keep with Car)	<input type="checkbox"/>
Home Furniture (Supplied by SWSA) (Supplied and to be returned to WHS Coordinator – Corporate Services)	<input type="checkbox"/>
Locker Key (for under croft bike area including amenities, return to Senior Admin Officer – Corporate Services)	<input type="checkbox"/>

3. **Other: should be left in vehicle**

	<i>Issue date</i>	<i>Return date</i>	<i>Comments</i>	<i>Database updated</i>	<i>Returned to (name & signature)</i>
First Aid Kit				<input type="checkbox"/>	
Fire Extinguisher (PIRCCE & CHEM)				<input type="checkbox"/>	
Vehicle Log Book (up to date)				<input type="checkbox"/>	
UBD Country Directory				<input type="checkbox"/>	
UBD Adelaide Directory				<input type="checkbox"/>	
UHF Radio (Generally PIRCCE only)				<input type="checkbox"/>	

4. **Customer Service Centre (Library Services) to be returned to the Principal Customer Service Coordinator in Customer Services**

	<i>Yes</i>	<i>N/A</i>	<i>Returned to (name & signature)</i>
Has borrowed books and resources been returned? Including any overdue resources.	<input type="checkbox"/>	<input type="checkbox"/>	
Have journal subscriptions been cancelled?	<input type="checkbox"/>	<input type="checkbox"/>	

5. **Records Management (part 1)**

	<i>Yes</i>	<i>N/A</i>	<i>Returned to (name & signature)</i>
Has access to the Department's electronic management systems been added or removed and records transferred? e.g. RecFind	<input type="checkbox"/>	<input type="checkbox"/>	
Have all closed files been correctly sentenced or archived?	<input type="checkbox"/>	<input type="checkbox"/>	
Has emails and personal drives for data and information management been backed up?	<input type="checkbox"/>	<input type="checkbox"/>	
Have ALL the relevant Field Notes and emails been copies and attached to each of the relevant hard copy files?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the required handover of all open files (and any associated evidence) occurred? (Each file above must include a written status update or a record of handover meeting)	<input type="checkbox"/>	<input type="checkbox"/>	
Has a record of the handover of the file and original evidence been made in the 'Add Comment' field of the relevant InfoNet case file and in each Inspector's Field Notes?			

6. Records Management (part 2)

	Yes	N/A	Returned to (name & signature)
Have all Field Note Books and evidence relevant to an ongoing comprehensive investigation been provided to the Investigation Team for storage in an evidence storage facility until such time as the investigation is closed?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an Inspector's Statement been made and provided to the Investigation Team for any comprehensive investigation they have been involved in?	<input type="checkbox"/>	<input type="checkbox"/>	
If Field Note Books are provided to the Investigation Team for storage, has the Workplace Support Officer been notified to allocate the FNB to the team and not the inspector?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all SWSA business cards been returned or destroyed?	<input type="checkbox"/>	<input type="checkbox"/>	

7. Information and communication technology

	Yes	N/A	Returned to (name & signature)
Has network access been disabled or removed (i.e. Internet, email, remote access)? ICT - Request Forms	<input type="checkbox"/>	<input type="checkbox"/>	
Have mobile computing services been transferred or cancelled?	<input type="checkbox"/>	<input type="checkbox"/>	
Has electronic data been transferred or archived appropriately? (Including PST Outlook files)	<input type="checkbox"/>	<input type="checkbox"/>	
Have email distribution lists been added or removed? (Email Business Systems Officer - Corporate Services)	<input type="checkbox"/>	<input type="checkbox"/>	
Have employee contact details on SA Direct been added and/or updated or removed? (Change on SA Direct)	<input type="checkbox"/>	<input type="checkbox"/>	
Have personnel details been added or removed from Infonet? (Email AGD:SWSA Infonet)	<input type="checkbox"/>	<input type="checkbox"/>	
Have any remote access to external financial institutions (Combank Business Banking approval) been added or removed?	<input type="checkbox"/>	<input type="checkbox"/>	

8. Financial processes/systems

	Yes	N/A	Returned to (name & signature)
Has access or removal of access to financial systems been requested (i.e. [REDACTED])? Email request to Senior Accountant and CC to Finance Officer.	<input type="checkbox"/>	<input type="checkbox"/>	
Has the purchase card been issued or returned to Finance Officer along with form 'Destruction Notice for Purchase Cards'? Card number:	<input type="checkbox"/>	<input type="checkbox"/>	
Has the acquittal of all pending transactions been actioned in [REDACTED]?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the [REDACTED] been returned?	<input type="checkbox"/>	<input type="checkbox"/>	

Has all pending travel advance requests been closed and any pending reimbursement requests processed?

Has Shared Services SA been notified of the person's departure to ensure removal of her/his name from [REDACTED]? Email request to Senior Accountant

Has AGD Corporate been notified of the person's departure to ensure removal of her/his name from the cheque signatory list? Email request to Senior Accountant

Has the person been added or removed from Commbiz User list? Email request to Senior Accountant

Has removal to all financial systems been completed?

Has any other financial access not listed above been removed? (List below)

9. HR and other administrative requirements

	Yes	N/A	Returned to (name & signature)
Has HR been notified using the Terminate/Transfer of Employment Form?	<input type="checkbox"/>	<input type="checkbox"/>	
Details of employee's commencement and/or departure submitted to The Review staff newsletter? [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	
Has TimeWise been set up or cancelled?	<input type="checkbox"/>	<input type="checkbox"/>	
Has ELMO Learning Management Platform been set up or cancelled?	<input type="checkbox"/>	<input type="checkbox"/>	
If a member of a committee, board or forum, has the group been advised?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the workstation been left clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	
All keys to drawers and tambours located and left in locks?	<input type="checkbox"/>	<input type="checkbox"/>	
Have specific items purchased for the employee been returned?	<input type="checkbox"/>	<input type="checkbox"/>	

10. Corporate Uniform – for compulsory staff – to be returned to Senior Admin Officer – Corporate Services

	Issue date	Return date	Comments	Database updated	Returned to (name & signature)
Corporate uniform returned				<input type="checkbox"/>	

11. Personal protective equipment to be returned to WHS Coordinator – Corporate Services

Some items of PPE can remain with the employee due to the personal nature of the items, however the following items must be returned.

	Issue date	Return date	Comments	Database updated	Returned to (name & signature)
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Hard hat	<input type="checkbox"/>
High-visibility vest (with badging)	<input type="checkbox"/>
High-visibility cotton overalls (with badging)	<input type="checkbox"/>
High-visibility long sleeve shirt (with badging)	<input type="checkbox"/>
High-visibility wet weather jacket (with badging)	<input type="checkbox"/>
High-visibility wet weather trousers	<input type="checkbox"/>
Baseball hat (with badging)	<input type="checkbox"/>
Beanie (with badging)	<input type="checkbox"/>

12. Field equipment to be returned to WHS Coordinator – Corporate Services

	<i>Issue date</i>	<i>Return date</i>	<i>Comments</i>	<i>Database updated</i>	<i>Returned to (name & signature)</i>
Torch (intrinsically safe)				<input type="checkbox"/>	
Tape measure 8m				<input type="checkbox"/>	
Mini-rod tape				<input type="checkbox"/>	
SWSA Prohibition Tags				<input type="checkbox"/>	
Lock Out Equipment				<input type="checkbox"/>	
Field (map) compass 1:50000				<input type="checkbox"/>	
Equipment (sports) bag				<input type="checkbox"/>	
Computer trolley bag				<input type="checkbox"/>	

13. Ergonomic Equipment to be supplied / returned to WHS Coordinator – Corporate Services

	<i>Issue date</i>	<i>Return date</i>	<i>Comments</i>	<i>Database updated</i>	<i>Returned to (name & signature)</i>
Chair				<input type="checkbox"/>	
Keyboard				<input type="checkbox"/>	
Mouse				<input type="checkbox"/>	
Micro-desk				<input type="checkbox"/>	
Footrest				<input type="checkbox"/>	
Other (list items below)				<input type="checkbox"/>	

14. Notice Books to be returned to Workforce Support Officer - Corporate Services

All Notice Books whether used, partly used and/or not used are to be returned. Front covers are required to have date ranges, name of inspector and any other details correctly completed before handing them to the Workforce Support Officer. If you have multiple books of the same type, please attach a complete list of numbers.

<i>Book Numbers</i>	<i>Issue date</i>	<i>Return date</i>	<i>Comments</i>	<i>Database updated</i>	<i>Returned to (name & signature)</i>
A6 Field note book(s)				<input type="checkbox"/>	
A4 Field note book(s)				<input type="checkbox"/>	
Evidence Management Receipt				<input type="checkbox"/>	
Non-Disturbance Notice				<input type="checkbox"/>	
Privilege Waiver				<input type="checkbox"/>	
Notice to Produce Documents				<input type="checkbox"/>	
Directions for Seized Evidence				<input type="checkbox"/>	
Improvement Notice				<input type="checkbox"/>	
Prohibition Notice				<input type="checkbox"/>	
Section 33 Notice				<input type="checkbox"/>	

NOTE: Any Field Note book relevant to an ongoing comprehensive investigation must be provided to the Investigations Team for lodgement in an Evidence Storage Facility unit such time as the investigation is closed.

15. SafeWork SA Social Club

	<i>Issue date</i>	<i>Finish date</i>	<i>Comments</i>	<i>Yes</i>	<i>N/A</i>	<i>Returned to (name & signature)</i>
Submitted Application Form or Cancelled fortnightly Social Club deductions from pay				<input type="checkbox"/>	<input type="checkbox"/>	
Paid Social Club Fridge Debt (outstanding IOU's)				<input type="checkbox"/>	<input type="checkbox"/>	

16. MUTUAL AGREEMENT - VERIFICATION

This completed checklist must be signed below by Manager and employee:

Employee: Date:

Manager: Date:

DOCUMENT CONTROL

Responsible Officer	██████████
Approval	
Version	
Issued	
Next Review	
RecFind Number	██████████

CHANGE HISTORY

Previous		Change from previous version	Author
Version	Issue Date		
March 2013	March 2013	Update to reflect equipment to be returned and for use when staff on extended leave	
Sep 2015	Feb 2016	Update to reflect auditor general report on financial management	██████████
March 2018		Updated to reflect auditor general report for employees commencing and exiting SafeWork SA	██████████

CONTACT PERSON (for enquiries or amendments)

Name	██████████
Position	Corporate Services Manager
Telephone	██████████
Email Address	██████████