

Workplace

Expectations



Be on time

Arrive at work 10-15 minutes before your scheduled start time and stay for the time you are rostered to work.



Call Your Employer

If you're sick or running late, don't text or SMS. Calling shows courtesy and respect to your employer and allows time to rearrange staffing.



Show Respect in the Workplace

Your employer pays you to work expecting you will follow all lawful instructions and speak to them with courtesy. You must also treat other workers with respect.



Abide by Workplace Health and Safety

These requirements keep you and everyone at your workplace safe. Reduce your risk of accidents by getting a good nights sleep before you come to work, you'll be alert and 100% present.



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Find out more



www.oellen.org.au



Comply with the Dress Code

If your job requires safety gear wear it! Observing what clothing other staff wear to work can help as a guide. If unsure what to wear ask your employer.



Good Personal Hygiene

Shower daily and ensure your clothes are not overdue for a wash. Hair should be clean, neat and in some jobs tied back for health and safety. Wash or sanitise your hands as per your workplace guidelines.



Put Your Phone Away

Only take personal calls at work if it is urgent or an emergency. Organising to catch up with friends is not urgent. Any down time at work is an opportunity to use your initiative and impress your employer.



Show Initiative

Employers like their workers to use initiative. For example there may be a safe, simple cleaning task you could do. If you're unsure, ask your employer what you can do next.