New Worker Training Induction

05 Training All Persons = Using SLACK Shift Work Codes when starting and finishing your work shifts.

Depending on what your job or role is, you may be required to use the **SLACK Shift Codes** to indicate to your supervisor and to your department that you have started work, when you go on a break and when you have finished your day's work or shift.Â

The SLACK Shift Work codes are mostly used for staff or contractors in the following departments with **ICONIC**.
It is important to start your work and enter your shift work codes at the same time of your planned and allocated scheduled rosters, call sheets or work shifts.Â Changes to your scheduled rosters, call sheets or work shifts require a minimum of 5 days notice to your supervisor and need to be approved.Â For urgent changes a minimum of 24 hours notice is required and approval obtained by your supervisor.

1. Sale Staff or Sales Global
2. Event Managers or Event Staff
3. Production Runners
4. Set Designers or Prop Department.
5. Chauffeurs
6. Accounts Staff or Accounts Department
7. IT staff and Software and Web Developers

If you are unsure as to whether you should be using the **SLACK Shift Work Codes**, contact your Department Supervisor to check.

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NO TRAINING VIDEO about Slack Shift Work Codes.

Training Video = not available.

As part of this part of the training we also recommend you read the FAQ and KB about **SLACK Shift Work Codes**.

We also recommend that you read as part of your training the following FAQs:

- Codes to use on Slack for starting a work shift, breaks and ending a work shift
- In the specific Category of this subject in the FAQ knowledge base server.

After viewing and understanding this training session remember to acknowledge receipt of completion of the training by following the company procedure of How to acknowledge you have completed part of your training or state you have viewed or read a FAQ

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Attached files:

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