

RECORD OF INDUCTION

For introducing all new staff into their premises, facilities, working practices and policies.

- This checklist is to be completed by the inductee and their employer representative
- Please date and sign the relevant sections to confirm that the trainee has received an on-site induction

Company Name:	
Company Address:	
Contact Name:	

Inductees Name:	
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Induction Criteria	Date of Completion	Employee's Signature	Supervisor's Signature
Introduction to staff and working colleagues			
Familiarisation of Premises			
Location of emergency exits, toilets, rest and work areas			
Company organisation and structure			
Health and Safety policy and procedures where five or more persons are employed			
First Aid arrangements, including location of accident book and reporting procedures			
Employers legal responsibilities and duty of care			
Significant risks identified from risk assessments and control measures devised			
Prohibitions, rules, do's and don'ts			
Fire prevention and emergency evacuation procedures			
Arrangements for provision and use of personal protective equipment/ clothing			
Arrangements for the safe use of equipment and machinery			
Supervision arrangements			
Arrangements for the protection in relation to the use of hazardous substances			
Manual Handling hazards and protective measures			
Absence due to illness procedures			
Hours of attendance			
Grievance and disciplinary procedures			