

## **INDUCTION**

The purpose of induction is to introduce new employees to their job and the service for which they work. The sooner the newcomer becomes fully integrated, the quicker they will adapt to their working environment and be able to respond to the demands of the job and their responsibilities.

The overall responsibility for the induction programme will be with the newcomers line manager, although other people may at times be required to provide information and instruction. Induction may well need to be spread over several days or weeks until such time as the newcomer is a fully integrated member of the workforce. Certain information must be provided on the first day at work whilst other topics, equally important in the long term, might be seen as less urgent or not meaningful during the first stage of employment. These can therefore be dealt with at a later date or during formal induction training.

The following checklist is designed as a reminder of health and safety topics, which might need to be included in an induction programme. It is suggested that the form be adapted by line managers to ensure that essential elements are not missed. Before issuing to the newcomer the names of persons covering the specific subjects should be filled in. Some of the topics will be easily learnt others may need further reinforcement to ensure that newcomers fully understand what is required of them. The newcomer should note down in the appropriate column any particular points of information for future reference. They should only sign the document when the person carrying out the induction is satisfied that the new employee is competent in the task or fully understands the information or instructions being passed on.

**ISLE OF WIGHT COUNCIL  
HEALTH AND SAFETY INDUCTION CHECKLIST HS2.19**

Subject	Who Will Do This?	Record of Information	Newcomers Signature	Date	Initials of Inductor
<b>BASIC INFORMATION</b>					
Introduction and tour of workplace					
Cloakroom and toilet facilities					
Smoking at work					
Rules on eating & drinking in the workplace					
Security arrangements					
Entrances/Exits					
Car parking					
The specific work they will be doing					
<b>POLICIES AND SAFETY RULES</b>					
Directorate Policy					
Other Policies					
Workplace Safety Policy & Rules					
Housekeeping Standards					
Misconduct & Disciplinary Procedures					
Trade Union Safety Representatives					

Subject	Who Will Do This?	Record of Information	Newcomers Signature	Date	Initials of Inductor
<b>WORKPLACE ARRANGMENTS</b>					
<b>Accident Reporting</b>					
- Accident Reporting					
- Report Forms					
- Absenteeism					
<b>Aggression and Violence</b>					
- Policy					
- Interviewing					
- Visits					
- Alarms					
- Lone working					
- Safe working practice					
- Training					
<b>Bomb Threat Procedures</b>					
- Searches					
- Evacuation					
- Alarm systems					
<b>Display Screen Users</b>					
- Assessment					
- Training					
- Eye sight test					
- Policy statement					

Subject	Who Will Do This?	Record of Information	Newcomers Signature	Date	Initials of Inductor
<b>Fire Procedures</b>					
- Prevention					
- Raising alarm					
- Use of extinguishers					
- Evacuation					
- Exit routes					
- Assembly points					
<b>First Aid Arrangements</b>					
- First aider					
- First aid box					
- Rest room					
- Accident reporting					
<b>Imminent Dangers</b>					
- Evacuation					
- Restricted access					
- Danger areas					
- Stopping work					
<b>Manual Handling</b>					
- Limitations					
- Assessment					
- Training					
- Safety rules					
- Use of aids					

Subject	Who Will Do This?	Record of Information	Newcomers Signature	Date	Initials of Inductor
<b>Personal Protection</b>					
- Issue of items					
- Cleaning procedures					
- Replacement					
- Storage					
- Training					
<b>Risk Assessments (General)</b>					
- Precautions to observe					
- Hazard reporting					
<b>Substances</b>					
- Assessment					
- Health risks					
- Protection measures					
- Clothing/equipment					
<b>Workplace Signs</b>					
- What they					
- What they mean					
<b>Work Equipment</b>					
- Use of items					
- Fault reporting					
- Authorised users					
- Training					
- Care/maintenance					