



# EMPLOYEE INDUCTION DOCUMENT

NOVEMBER 2017



Employee Name:

Employee start date:

Department:

Area:

Name of Team Lead:

Name of Inductee:

Signed:

Signed:

Date of signatures:

Date:



ITEM	INFORMATION	TICK
<b>Emergency Procedures:</b> Assembly Point.	Show new starters where the assembly point is located.	<input type="checkbox"/>
<b>Escape Routes.</b>	Show new starters where the escape routes are located for their immediate work area. Explain the importance of keeping fire exits clear and keeping fire doors shut and not wedging them open.	<input type="checkbox"/>
<b>Means of Escape.</b>	Does the new starter have any disability that would prevent them from evacuating themselves from the building?  Yes <input type="checkbox"/> No <input type="checkbox"/> If yes-special arrangements will need to be made.	<input type="checkbox"/>
<b>What to do if you discover a fire.</b>	<ul style="list-style-type: none"> <li>• Raise the alarm – Show new starters where the ALARM points are located in their immediate work area, or how to raise the alarm while on site</li> <li>• Only tackle the fire if “Safe” to do so with the nearest equipment.</li> <li>• Evacuate the building and report straight to the assembly point</li> </ul>	<input type="checkbox"/>

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	<p>and your manager.</p> <ul style="list-style-type: none"> <li>• Phone the Emergency Services <b>999</b> and give clear details of the address and the site of the fire.</li> <li>• It will be necessary to familiarise yourself with other fire procedures when working on different client sites</li> </ul>	
<p><b>Procedures for evacuating the building.</b></p>	<p>The fire alarm may be a bell, a siren or an air horn on sites, on hearing it:</p> <ul style="list-style-type: none"> <li>• Use the nearest safe exit.</li> <li>• Don't go back for your personal belongings.</li> <li>• Stop machines if safe to do so.</li> <li>• Office workers, Close all windows and doors if safe to do so.</li> <li>• Go to assembly point and stay there (even if the alarm stops) until the management tells you that it is safe to go back into the building.</li> </ul>	<p style="text-align: center;"><input type="checkbox"/></p>
<p><b>First Aid:</b></p>	<p>Explain what the existing arrangements are:</p> <ul style="list-style-type: none"> <li>• How to contact the first aider or appointed person.</li> <li>• How to identify the first aider or</li> </ul>	<p style="text-align: center;"><input type="checkbox"/></p>



	appointed person.	
	<p>Does the new starter have any condition that the first aiders should be aware of?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>e.g. diabetes, haemophilia, epileptic fits etc</p> <p>Explain Disposal of Sharps Safely.</p>	<input type="checkbox"/>
<b>Accident Book:</b>	<p>Explain where the accident book is located. If they have any sort of accident while at work it should be entered into the Accident Book as soon as possible.</p> <p>Also the need to report all accidents so that a proper investigation can be carried out to ensure no trends are developing and there are no under lying issues.</p>	<input type="checkbox"/>
<b>Welfare Facilities:</b>	Welfare facilities on site will be identified by the MD/Supervisor before work commences on the first day.	<input type="checkbox"/>
<b>Policies, discussed using health and safety policy</b>	<ul style="list-style-type: none"> <li>• Smoking Policy</li> <li>• Alcohol policy.</li> <li>• Mobile phone policy.</li> <li>• Recycling of material where possible,</li> </ul>	<input type="checkbox"/>

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	environmental issues on site.	
<b>Out of Bounds Areas and Restricted Machines:</b>	<p>Explain about any out of bounds areas to unauthorized personnel, or which machines are restricted, such as forklift trucks.</p> <p>All work equipment must be used solely for the purpose for which it was designed.</p> <p>Deliberate misuse and tampering with any work equipment is prohibited and may result in disciplinary action being taken.</p> <p>The company will not be held liable for any injury arising from such misuse.</p>	<input type="checkbox"/>
<b>P.P.E.</b>	<p>Explain the issue and use of</p> <ul style="list-style-type: none"> <li>• Protective clothing, including footwear.</li> <li>• Any other items of P.P.E. which maybe required.</li> </ul> <p>Ensure PPE issued is signed for.</p>	<input type="checkbox"/>
<b>Health &amp; Safety:</b>	<p>Outline the basics of the Health &amp; Safety at Work Act 1974 including, (sections 2—9) with regards to employer and employees duties.</p> <p>Section 7 – Every employee</p>	

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	<p>must:- (1) take care of their own health and safety. (2)</p> <p>Take reasonable care for the health and safety of anyone who may be affected by his or her omissions, and (3) Co-operate with his employer or any other person to enable legal obligations to be met.</p> <p>(4) Don't interfere with safety equipment.</p> <p>(5) Carry out work in the way you have been trained.</p>	
<p><b>Specific Hazards for your duties: To be explained by your supervisor, Risk Assessments are to be discussed.</b></p>	<p>Safe use of Equipment</p> <p>Hygiene Practices</p> <p>Washing Facilities</p> <p>Uniforms and PPE</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p><b>Hazards to look out for:</b></p>	<p>Manual Handling, Slips &amp; Trips, Moving parts on machinery, knives, Sharps, Body Spillages, other staff, fire.</p>	<p style="text-align: center;"><input type="checkbox"/></p>

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<b>Equipment &amp; Plant</b>	<b>Trained By</b>	<b>Date</b>	<b>**Trainer/Manager Signature</b>	<b>Trainee Signature</b>
Scrubber Dryer				
Hoover				
Carpet Cleaner				
Buckets and Mops				
Bio Hazard Kit				

I UNDERSTAND AND HAVE COMPLETED A FULL FIRST DAY INDUCTION WITH CCSLTD.

Team Lead – Signature-

Employee – Signature-

Account Manager – Signature-

Date: