

First day Induction of new member of staff

Name of Supervisor carrying out induction:

Name of new employee:

Date:

Documents for new staff for information -

Who's Who

Inform them the location in Intrastats of the Company Personnel Manual

Documents new staff are required to fill in and return -

Health Questionnaire

Details of where to pay wages etc.

Documents required to sign on first day -

Contact of employment

Ask them if there anything further we should be aware of?

Proof of identity and eligibility to work

Tick that you have seen a valid Passport / Birth Certificate / Adoption Certificate / Naturalisation Certificate. Together with proof of UK National Insurance Number (National Insurance Number to be filled in on details of where to pay wages etc.)

Areas to be show / talked about -

Company Pension – Nest

Walk round both buildings and introduce to staff where possible

Fire doors / Exits

Fire extinguishers

First aid boxes

First aider – name and position

Fire escape routes

Lockers and Shelf in Kitchen

Show round kitchen

Bins and recycling

Clocking in

Health and Safety general – for both in the office and remote working

Clear areas and desks.

Chair

Desk

Foot rest

Wrist rests

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Monitor height

Check working area is suitable and no extra equipment is needed.

If there is a requirement for remote working, discuss and ensure the correct equipment is available.

Tell them what to do in the case of a Fire or emergency.

Tell them about the importance of ISO and the quality policy. Make sure they understand the significance of the ISO standards and where to find the relevant information eg. VOPs, procedures etc.

GDPR discuss basics and make sure aware of data security.

Tell them a review will be carried out and in one/three Month but let them know they can and should ask question is they need any help or are having any problems.