

Employee

Induction conducted by:.....

Starting date:.....

Induction programme - First morning

Tick

A	Reception	1. Received by	
		2. Introductions	
		3. Tour of Works	
B	Layout of Company	4. Cloakroom, toilets and lockers	
		5. First Aid box locations and First Aider	
		6. Entrances and exits to be used	
		7. Kitchen	
		8. Notice boards	
		9. Clocking in and out on the Tablet	
C	Quality	10. Company Quality Policy	
		11. Relevant standards and Directives – Intrastats	
		12. Equal Opportunity Policy – Intrastats	
D	Safety & First aid	13. Company Health and Safety Policy – Intrastats	
		14. Safety Hazards – general (pertinent to task)	
		15. Protective clothing, Steel toe capped shoes etc.	
		16. Dangers of loose clothing, long hair etc.	
		17. Housekeeping, tidiness, clear walkways etc.	
		18. Location of fire extinguishers	
		19. Fire drill and alarm	
		20. Location of fire exits	
		21. Use of extinguishers – signs located with extinguishers	
		22. Infection – use of bacterial soap	
		23. Accident and incident reporting – accident book and issues.	
		24. Misconduct Procedure – in Intrastats	
		25. Disciplinary Procedure – in Intrastats	
E	Company Rules	26. Involvement of employee representatives	
		27. Grievance Procedure – in Intrastats	
		28. Appeals	
		29. Absences – Holidays, sickness, lateness etc in Intrastats	
		30. Telephone calls, E-mails, Web etc.	
		31. Departments function	
F	Department	32. New starters own job	
		33. Supervisory Structure	
		34. Standards of work expected	
		35. Gaps in experience to be dealt with	
G	Training	36. Training requests to be made	
		37. Training Records Maintained	
		38. Performance appraisals	

Signed.....Inductor.Employee.

Date:..... On completion return form to Employee Training file