

## **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**

**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 -  
Contract of employment**

**Areas to be show / talked about -  
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**

**Health and Safety general include -  
clear areas and desks  
Chair  
Foot rest  
Wrist rests  
Monitor height**

**Lockers and Shelf in Kitchen  
Show round kitchen**

**Bins and recycling**

**Clocking in**

**GDPR discuss basics and make sure aware of data security**