

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 -

Contact 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

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

