

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 Co.	4. Cloakroom, toilets and lockers	
		5. First Aid box location and First Aider	
		6. Entrances and exits to be used	
		7. Canteen	
		8. Notice boards	
		9. Clocking in and out	
C	Quality	10. Company Quality Policy	
		11. Relevant standards and Directives (overview)	
		12. Equal Opportunity Policy	
D	Safety & First aid	13. Company Health & Safety Policy	
		14. Safety Hazards – general (pertinent to task)	
		15. Protective clothing, goggles, ear muffs etc.	
		16. Dangers of loose clothing, long hair etc.	
		17. Housekeeping, tidiness, clear gangways etc.	
		18. Location of fire extinguishers	
		19. Fire drill and alarm	
		20. Location of exits	
		21. Use of extinguishers	
		22. Infection – use of bacterial soap	
		23. Accident and incident reporting	
E	Company Rules	24. Misconduct – examples & company response	
		25. Disciplinary procedures	
		26. Involvement of employee representatives	
		27. Grievance procedures	
		28. Absences – Holidays, sickness, lateness etc.	
		29. Appeals	
		30. Telephone calls, E-mails, Web etc.	
F	Department	31. Departments function	
		32. New starters own job	
		33. Supervisory Structure	
		34. Standards of work expected	
G	Training	35. Gaps in experience to be dealt with	
		36. Training requests to be made	
		37. Performance appraisals	
		38. Means of advancement (if applicable)	

Signed.....Inductor.Employee.

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