

Induction checklist

It is good practice to let the new starter have a copy of this list – this enables them to follow what is happening and will act as a reminder of anything missed or that needs particular attention. It should be the responsibility of both management and new starter to ensure that all relevant items are properly covered during the induction period.

Namedate of starting

Induction completed (signature of new starter)

	Date	Carried out by	Comments
<u>Reception</u> <ul style="list-style-type: none"> • Received by • Personnel documentation and checks completed: P45/P46 NI number Work permit/visa (if applicable) Swipe/security/id card issued 			
<u>Introduction to the company</u> <ul style="list-style-type: none"> • Who's who • History • Services/markets/clients • Future plans and developments 			
<u>Terms and conditions of business</u> <ul style="list-style-type: none"> • Written terms and conditions issued • Contract of temporary worker issued • Offer of representation issued • Hours, breaks, method of payment – specific for every assignment • Holidays and holiday pay • Timesheets/reporting procedures • Period of notice • Sickness provisions • Pension provisions 			
<u>Equal opportunities policy</u> <ul style="list-style-type: none"> • Code of practice • Training • Promotion • Grievance procedures • Record keeping • Review of recruitment practice 			
<u>Worker/agency/labour user relations</u> <ul style="list-style-type: none"> • Trade union membership • Other worker representation • Worker communications and consultation • Grievance and disciplinary procedure • Appeals procedure • Drug and alcohol misuse policy • Induction policy 			

<p><u>Organisation rules – may vary for some assignments</u></p> <ul style="list-style-type: none"> • General behaviour/dress code • Telephone calls • Canteen/break facilities • Cloakroom/toilets/lockers 			
<p><u>Health and safety – specifics may vary for different assignments</u></p> <ul style="list-style-type: none"> • Health and safety policy • New worker’s orientation health and safety checklist • Introduction to/ and copy of Health & Safety for agency workers booklet from Business Link • Introduction to/ and copy of Five steps of risk assessments leaflet from the Health and Safety Executive • Safety rules and introduction to Health & Safety booklet from the Health & Safety Executive • Introduction to and copy of Health and safety guide for workers leaflet – issued by Health and Safety Executive • Emergency procedures • Clear gangways, exits • Location of exits – to be specified on site • Dangerous substances or processes • Reporting of accidents • First aid • Personal hygiene • Introduction to safety representative 			
<p><u>The job/assignment</u></p> <ul style="list-style-type: none"> • Introduction to manager/supervisor • Requirements of new job • Standards expected • Co-workers • Supervision and work performance appraisals 			