### Employee Induction Checklist

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| Employee Surname: |  | Department: |  |
| Forename(s): |  | Start Date: |  |

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| **General** | **Date** |  | **Health and Safety** | | **Date** |
| Explanation of induction procedure |  |  | Health and safety policy statement | |  |
| Introduction to manager/supervisor/ colleagues |  |  | Fire procedures, fire drills and escape routes | |  |
| Location of department / work area |  |  | First aid and accident reporting procedures | |  |
|  |  |  | Good housekeeping and tidiness | |  |
| **HR** |  |  | Security arrangements | |  |
| Employee details for personnel records |  |  | Use/availability of personal protective equipment | |  |
| Contract of employment |  |  |
| Staff handbook or other necessary written information |  |  | Health and safety risks and protective/preventative measures | |  |
|  |  |  | Emergency procedures and escape routes | |  |
| **Reward** |  |  | Reporting of health hazards | |  |
| Basic pay, overtime rate, etc. |  |  | Smoking rules/restrictions | |  |
| When and how paid |  |  | Safety officer/representatives | |  |
| Obtain P45, NI number, bank details |  |  | Health and safety training | |  |
| Pension schemes |  |  |  | |  |
|  |  |  | **Role and Organisation** | |  |
| **Hours of Work** |  |  | Job description and departmental information | |  |
| Normal hours, lunch and other breaks |  |  | Refreshment facilities | |  |
| Overtime / flexible working arrangements |  |  | Transport and parking arrangements | |  |
| Timekeeping and recording procedures |  |  | Use of company telephone | |  |
| 48-Hour Directive letter |  |  | Company structure, history, products, services | |  |
|  |  |  | Performance appraisal, education, training and prospect of promotion | |  |
| **Holidays** |  |  |
| Arrangements/qualification |  |  | Trade union membership/recognition | |  |
| Application form and pay entitlement |  |  |  | |  |
| Current commitments of employee |  |  | **Useful Contacts** | |  |
|  |  |  | Manager/supervisor | |  |
| **Attendance** |  |  | Safety Officer/Representative | |  |
| Absence notification procedure |  |  | First Aider / Appointed Person | |  |
| Company sick pay arrangement |  |  |  | |  |
| SSP entitlement and qualifying days |  |  | **Quality Management** | |  |
|  |  |  | Quality policy | |  |
| **Rules and Discipline** |  |  | Mandatory procedures | |  |
| Company rules and procedures |  |  | Operational instructions | |  |
| Disciplinary, grievance and appeal procedures |  |  | Records / non-compliance reports | |  |
| Periods of notice |  |  |  | |  |
|  |  |  |  | |  |
| **Tour of Premises** |  |  |  | |  |
| Location of toilets and washing facilities, cloakrooms, exits and entrances, emergency and fire exits, fire alarm points and extinguishers, first aid points, canteen, prohibited areas, hazards, notice boards and any areas to which the employee will need to go in the course of his/her job. Introduce staff in other departments with whom the employee will have personal or telephone contact. | | | | | |
|  |  | | |  | |
| **Inductor’s Signature**  (I have delivered the above induction training) | **Inductee’s Signature**  (I have received the above induction training) | | | **Date** | |
|  |  | | |  | |