

Employee Induction Checklist

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

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		Health and safety risks and protective/preventative measures	
Staff handbook or other necessary written information		Emergency procedures and escape routes	
		Reporting of health hazards	
Reward		Smoking rules/restrictions	
Basic pay, overtime rate etc.		Safety officer/representatives	
When and how paid		Health and safety training	
Obtain P45, NI number, bank details			
Pension schemes			
Hours of Work		Role and Organisation	
Normal hours, lunch and other breaks		Job description and departmental information	
Overtime/flexible working arrangements		Refreshment facilities	
Timekeeping and recording procedures		Transport and parking arrangements	
48hr Directive letter		Use of company telephone	
		Company structure, history, products, services	
		Performance appraisal, education, training and prospect of promotion	
		Trade Union membership/recognition	
Holidays		Useful Contacts	
Arrangements / qualification		Manager / Supervisor	
Application form & pay entitlement		Safety Officer / Representative	
Current commitments of employee		First Aider / Appointed Person	
Attendance		Quality Management	
Absence notification procedure		Quality policy	
Company sick pay arrangement		Mandatory procedures	
SSP entitlement and qualifying days		Operational instructions	
		Records/non-compliance reports	
Rules and Discipline			
Employer's rules and procedures			
Disciplinary, grievance and appeal procedures			
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.			
Signature	Employee Signature (I have received the above induction training)	Date	