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| EMPLOYER’S INDUCTION CHECKLIST |

 

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| Name: |       | Learner’s Name: |       |

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| --- | --- | --- | --- |
| Address: |       | Learner’s title/Dept: |       |
|  |       |  |  |
|  |       | Tel No: |       |

## Please ensure that the learner receives a full explanation of the following topics within 14 days of commencement.

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| **Induction Topic** | **Notes** | **Date/Initials** |
| H&S -Explanation of organisation's Health & Safety Policy and literature |       |       |
| H&S - Explanation of learner's responsibilities under Health & Safety Policy |       |       |
| H&S - Name and location of organisation's Health & Safety Officer(s) |       |       |
| H&S - Explanation of any hazards and organisation's safe working practices |       |       |
| H&S - Explanation of prohibited areas that the learner may not enter without authorisation |       |       |
| H&S - Explanation of plant equipment or machinery and fault reporting process |       |       |
| H&S - Explanation of lifting and manual handling policies, including COSHH |       |       |
| H&S - Explanation of Personal Protective Equipment and correct usage |       |       |
| H&S - Explanation of relevant safety equipment and named personnel responsible for its maintenance |       |       |
| H&S - Explanation of the organisation's policy on housekeeping and maintaining tidy work areas |       |       |
| H&S - Explanation of First Aid box location of named First Aid personnel |       |       |
| H&S - Explanation of accident reporting procedures |       |       |
| H&S - Explanation of emergency procedures to include fire, bomb and evacuation procedures |       |       |
| H&S – Provide details on any training being offered i.e. Manual Handling, Safeguarding etc |       |       |
| Explanation of Safeguarding including Prevent Policy & responsibilities  |       |       |
| Explanation of Equality and Diversity Policy |       |       |
| Explanation of Code of conduct  |       |       |
| Explanation of No Smoking, mobile phone and safe internet use policy |       |       |
| Explanation of hygiene standards and location of washing and toilet facilities |       |       |
| Explanation of clocking in/out, annual leave booking process  |       |       |
| Explanation of notifying of sickness procedure  |       |       |

**The learner has received a full explanation of the above topics, as relevant to the organisation and the learner’s role.**

**Supervisor’s signature:**       **Date:**

**I have received and fully understood the explanation of the above topics, as relevant to the organisation and my role.**

**Learner’s signature:**        **Date:**

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| Process for Employer’s Induction Checklist |
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| Purpose |
| To ensure the learner receives a minimum level of ‘work’ induction training to meet Health and Safety, Safeguarding and Equality and Diversity legislation. |
| Procedure |
| 1. The P/S Mrg will issue the KT&A 260, on the sign-up visit, to the employer and explain that the employer will need to go through each section in detail with the learner.
2. The tutor will review the KT&A 260 on their first induction visit to ensure all boxes have been covered and all signatures are in place.
3. The tutor will then upload to VQM.
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| **Working Instructions** |
| 1. P/S Mrg to complete the top section.
2. The employer to complete the notes and date/initial section.
3. The employer and learner to sign and date on page 2 once all sections have been explained.
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