

# Induction Checklist



Name	Date of employment	Department

Company Introduction	Trainered by	Date	Remarks
Intro - Organisation Chart			
Products / services / Work Places			
Company Policy / Rules			

About Job	Trainered by	Date	Remarks
Job description			
Introduction to Department / Area / Supervisors and staff			

Health and Safety	Trainered by	Date	Remarks
Health and Safety policy			
Risk assessments			
Emergency procedures / Safety Precaution			
First Aid & Fire Safety			

Terms & Conditions of Employment	Trainered by	Date	Remarks
Written T & C issued			
Contract of employment issued			
Hours, breaks, method of payment			
Holidays / Parental Leave provisioning			
Probationary period			
Period of notice			
pension provisions			

Equal oppertunities	Trainered by	Date	Remarks
Equal Opportunities Policy			
Training needs and objectives / Provision			
Performance appraisal and Avenues			
Harrassment & Bullying			
Grievance & Disciplinary			

Reviwed by	Trainered by	Date	Remarks
Received By			
Personnel documentation and checks completed			

Employee Sign.	Trainer Sign.