

INDUCTION TRAINING RECORD – TEMPORARY STAFF - DRIVER

The full induction must be completed on the first day of work

Name: Position:

Department: Date:

Please tick to confirm all items have been completed

INTRODUCTION BY MANAGER/SUPERVISOR

Please explain the following:

Hours of work and break/time keeping
Tour of Building including Toilets and Canteen facilities
First Aid Officers – contacts, facilities and accident reporting procedure
In and Out Board
Time & Attendance – arrange for facial recognition to be set up
Holiday Booking
Introduction to team and any other relevant individuals

✓
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POLICIES AND PROCEDURES

Please give a full explanation of the following policies and procedures:

Smoking Policy – only permitted during breaks – **not permitted in company vehicles**. When at Perimeter House – only permitted in Smoking Room or personal car
Email & Internet Policy – not for personal use at all
Mobile Phone Policy – not permitted to be used during working time
Safety Regulations – provide personal Protection Equipment where appropriate
Fire Procedure – Emergency Exits, Evacuation Procedure, Congregation Point
COMAH Site and how it affects their department or the site
Mental Health & Wellbeing Policy – available on the Intranet
Health & Safety Policies – explain they are available on the Intranet
Explain if in Timber Products Dept. if a FLT is in use DO NOT ENTER
Vehicle Checks
General Driver Safety Discussion
Contact Telephone Numbers

✓
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PAPERWORK THAT MUST BE PROVIDED, READ, SIGNED AND RETURNED WITH THIS FORM – all available on the Intranet

Risk Assessment – Relevant Department Risk Assessment(s)
RA24 Driving a Vehicle on Company Business Risk Assessment
RA01 Transportation of Dangerous Goods
Pedestrian Safety Around Forklift Trucks Form

✓
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PAPERWORK THAT MUST BE PROVIDED AND TIME GIVEN TO READ – all available on the Intranet

H&S 05 Yard Policy
H&S 15 Fire Evacuation Procedure
H&S 07 Driving at Work Policy
H&S 08 Driver Handbook

✓
<input type="checkbox"/>
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PARKING

If the new temporary staff member is bringing a vehicle onto our premises please explain the following:

- Private vehicles parked on or around our premises are done so at the owner's risk and we accept no liability for any damage caused to such vehicles.
- The speed limit is 10mph.
- You must park within the allocated spaces.
- Two car parks are available, spaces are not reserved (other than for Directors) and are available on a first come first served basis.
- The lower car park (by the main office) is strictly one way only.

So we are able to identify the owner of a vehicle parked on our premises, in case of emergency or for failure to follow the rules of the car park please complete the following:

Type of vehicle (i.e. car, motorbike, van etc.):

Make of vehicle: Registration Number:

Please note that failure to follow the rules of the car park could lead to you being asked to park off premises.

Manager/Supervisor Confirmation

I confirm I have provided this full induction and all was understood by the temporary employee.

Signature: Date:

Employee Declaration

I confirm I have received the above induction and understand all the information given to me.

Signature: Date:

Manager/Supervisor to arrange a convenient time within the first 3 days of work for the new temporary employee to watch any relevant Health & Safety DVDs and receive the Fire Induction

FIRE PROCEDURES – ARRANGE FOR THIS TO BE COMPLETED BY THE FIRE OFFICER

COMAH

Emergency Exits (whole Building)

Fire Extinguishers (do's and don'ts)

Evacuation Point (individual's)

Fire Wardens (who and responsibilities)

✓
☐
☐
☐
☐
☐

Evacuation in event of COMAH fire

Evacuation in event of non-COMAH fire

Call Points in local area

Fire Alarm Tests

In and Out Board (Importance & Evacuation)

✓
☐
☐
☐
☐
☐

Completed by Fire Officer Signed: Date:

Received and understood by Employee Signed: Date: