

# **INDUCTION TRAINING RECORD – TEMPORARY STAFF**

**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

✓
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## **POLICIES AND PROCEDURES**

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

Smoking Policy – only permitted during breaks in the 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

✓
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

Risk Assessment – Relevant Department Risk Assessment(s)  
Pedestrian Safety Around Forklift Trucks Form

✓
<input type="checkbox"/>
<input type="checkbox"/>

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

H&S 05 Yard Policy – provide a copy and allow time to read  
H&S 15 Fire Evacuation Procedure – provide a copy and allow time to read

✓
<input type="checkbox"/>
<input type="checkbox"/>

## **SPECIFIC TO EXTREME DEPARTMENT ONLY**

Explain possible hazards out on site  
Read Safety Booklets  
Explain Safety Data Sheets

✓
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## **PARKING**

If the 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	<input checked="" type="checkbox"/>	Evacuation in event of COMAH fire	<input checked="" type="checkbox"/>
Emergency Exits (whole Building)	<input type="checkbox"/>	Evacuation in event of non-COMAH fire	<input type="checkbox"/>
Fire Extinguishers (do's and don'ts)	<input type="checkbox"/>	Call Points in local area	<input type="checkbox"/>
Evacuation Point (individual's)	<input type="checkbox"/>	Fire Alarm Tests	<input type="checkbox"/>
Fire Wardens (who and responsibilities)	<input type="checkbox"/>	In and Out Board (Importance & Evacuation)	<input type="checkbox"/>

Completed by Fire Officer Signed: ..... Date: .....

Received and understood by Employee: Signed: ..... Date: .....