# ACAS Example Induction checklist (Feb 2016)

It is good practice to let new starters have a copy of this list – this enables them to follow what is happening and will act as a reminder of anything missed or that needs particular attention. It should be the responsibility of both management and new starter to ensure that all relevant items are properly covered during the induction period.

Name ………………………. Date of starting ……………….

Induction completed (signature of new starter)

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|  | Carried out by | Date | Comments |
| --- | --- | --- | --- |
| **Reception** |
| Received by |  |  |  |
| Personnel documentation and checks completed – P45 |  |  |  |
| NI number |  |  |  |
| Swipe/security card |  |  |  |
| **Introduction to the company** |
| Who’s who |  |  |  |
| History |  |  |  |
| Products/services/markets |  |  |  |
| Future plans and developments |  |  |  |
| **Terms and conditions of employment** |
| Written terms and conditions issued |  |  |  |
| Contract of employment issued |  |  |  |
| Hours, breaks, method of payment |  |  |  |
| Holidays |  |  |  |
| Clocking on/flexitime/reporting procedures |  |  |  |
| Probationary period |  |  |  |
| Period of notice |  |  |  |
| Sickness provisions |  |  |  |
| Pension provisions |  |  |  |
| Maternity/paternity/parental leave provisions |  |  |  |
| **Equal opportunities policy and worker development** |
| Equal opportunities policy |  |  |  |
| Training needs and objectives |  |  |  |
| Training provision |  |  |  |
| Further education/training policies |  |  |  |
| Performance appraisal |  |  |  |
| Promotion avenues |  |  |  |
| Policy/procedures to prevent bullying and harassment |  |  |  |
| **Worker/employer relations** |
| Trade union membership |  |  |  |
| Other worker representation |  |  |  |
| Worker communications and consultation |  |  |  |
| Grievance and disciplinary procedure |  |  |  |
| Appeals procedure |  |  |  |
| **Organisation rules** |
| Smoking policy |  |  |  |
| General behaviour/dress code |  |  |  |
| Telephone calls/emails and use of the internet |  |  |  |
| Canteen/break facilities |  |  |  |
| Cloakroom/toilets/lockers |  |  |  |
| **Health and safety** |
| Risk assessment |  |  |  |
| Preventative and protective measures |  |  |  |
| Pregnant women and new mothers |  |  |  |
| Emergency procedures  |  |  |  |
| Health surveillance (if appropriate) |  |  |  |
| Awareness of hazards – any particular to type of work |  |  |  |
| Safety rules |  |  |  |
| Emergency procedures |  |  |  |
| Clear gangways, exits |  |  |  |
| Location of exits |  |  |  |
| Dangerous substances or processes |  |  |  |
| Reporting of accidents |  |  |  |
| First aid |  |  |  |
| Personal hygiene |  |  |  |
| Introduction to safety representative |  |  |  |
| **Welfare and worker benefits/facilities** |
| Protective clothing – supply, laundry, replacement |  |  |  |
| Medical services |  |  |  |
| Savings schemes (including share options) |  |  |  |
| Transport/parking arrangements |  |  |  |
| Company discounts |  |  |  |
| **The job** |
| Introduction to manager/supervisor |  |  |  |
| Requirements of new job |  |  |  |
| Standards expected |  |  |  |
| Co-workers |  |  |  |
| Supervision and work performance appraisals |  |  |  |