

YOUR GUIDE TO INDUCTION TRAINING

Your Practical Guide



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Introduction

One of the most dangerous workplace situations is where new employees try to carry out work for which they have little or no experience or training. They can easily adopt bad practices that, once learned, become difficult to correct. Couple this with lack of supervision, and a high-risk situation is almost inevitable. This can easily lead to accidents.

To overcome this problem, it is essential that induction training is provided for all new employees. There are certain things that everyone must know, and be able to do, as soon as they start work.

Everyone, particularly the young or inexperienced, needs health and safety training as part of their induction into your company. The extent of such training is likely to vary between individuals and companies, but should always include:

- the way in which your company manages health and safety
- the precise behaviour required from each individual, in accordance with local safe working procedures and rules
- the means of confirming that the individual is in no doubt as to the behaviour expected of them.

Induction Programme

You should draw up a core induction training programme that includes health and safety for all new starters. You may want to vary the programme for people that are new to the role or just new to your company.

Induction training can be handled on a group basis, but it is equally important for the employee to receive specific guidance from their line manager.

Training should aim to give employees a general understanding of what they must do to avoid risks, and how the safety policies and facilities of your company will help them to minimise work illness and accidents.

Checklist

We recommend that you devise a checklist for each new employee. You should list the topics covered during the induction, which will be helpful as a reminder, as well as an indication of course progress and a record of the training given. A specimen is included at the end of this document as a guide.

You only really need to cover the essential points. Too much safety detail – which will need to be included alongside other employment information during the first few days after engagement – probably won't be remembered.

The idea is to give sound guidelines to the new employee on priority health and safety issues. The checklist will enable you to plan further health and safety training at appropriate times during their overall training programme.

Consultation

Managers should be consulted on the induction training checklist and encouraged to suggest what needs to be added, or taken away, to make the list fit the work activities in their department.

They are usually very good at this because they know what's practical, realistic, and will work in their department.

Training Record

When the induction checklist has been successfully completed, it should be signed by the trainer and the trainee, and dated. It should become the first part of the new employee's training record and filed in their personal training file.

An example is shown opposite. The precise content of the induction programme will depend on the job concerned, but our example shows the main areas which should be covered as a matter of course.

Training Record Checklist

Topic	Trainer (initials)	Trainee (initials)	Date
Safety procedures and rules			
Our company safety policy (including the role of safety committees)			
Incident and hazard reporting procedures			
Use of chemicals			
Noise hazards			
Manual handling and lifting			
Machinery safety			
Protective equipment			
Good housekeeping			
Legal requirements			
The type of supervision necessary for those new to a job and those undergoing training			
Fire precautions			
Emergency procedures			
Safe access and exit			
Provisions for first aid			
Confirmation that future training needs have been agreed and planned			

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ACLD022R (01/06) (10653)

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