



## Induction Checklist

Name	Date of employment	Department	
<b>Company Introduction</b>	<b>Trainered by</b>	<b>Date</b>	<b>Remarks</b>
Intro - Organisation Chart			
Products /services /Work Places			
Company Policy / Rules			
<b>About Job</b>	<b>Trainered by</b>	<b>Date</b>	<b>Remarks</b>
Job description			
Introduction to Department / Area / Supervisors and staff			
<b>Health and Safety</b>	<b>Trainered by</b>	<b>Date</b>	<b>Remarks</b>
Health and Safety policy			
Risk assessments			
Emergency procedures / Safety Precaution			
First Aid & Fire Safety			
<b>Terms &amp; Conditions of Employment</b>	<b>Trainered by</b>	<b>Date</b>	<b>Remarks</b>
Written T&C issued			
Contract of employment issued			
Hours, breaks, method of payment			
Holidays / Parental Leave provisioning			
Probationary period			
Period of notice			
pension provisions			
<b>Equal oppertunities</b>	<b>Trainered by</b>	<b>Date</b>	<b>Remarks</b>
Equal Opportunities Policy			
Training needs and objectives / Provision			
Performance appraisal and Avenues			
Harrassment & Bullying			
Grievance & Disciplinary			
<b>Revised by</b>	<b>Trainered by</b>	<b>Date</b>	<b>Remarks</b>
Received By			
Personnel documentation and checks completed			
<b>Employee Sign.</b>	<b>Trainer Sign.</b>		