

H&S | UK

Employee Induction Document (Basic Version)

A structured, professional induction guide suitable for all new employees.

1. Welcome to the Company

We are committed to providing a safe, professional, and supportive working environment. This induction document outlines the key information you need to begin your role confidently and safely.

2. Company Overview

- Company name
- What we do
- Our mission and values
- Key services and clients
- Expectations of professionalism and conduct

(I can tailor this to H&S | UK if you want your exact wording added.)

3. Health & Safety Overview

Your safety is a priority. You must follow all health and safety procedures at all times.

Key Points

- Read and follow the Health & Safety Handbook
- Report hazards, accidents, or near misses immediately
- Use PPE correctly
- Follow site rules and signage
- Attend all required training

4. Roles & Responsibilities

Employer Responsibilities

- Provide safe equipment and working conditions
- Deliver training and supervision
- Conduct risk assessments
- Maintain welfare facilities

Employee Responsibilities

- Work safely and follow instructions
- Use PPE as required
- Report unsafe conditions
- Cooperate with training and safety initiatives

5. Site Orientation

During your induction, you will be shown:

- Fire exits and evacuation routes
- First aid stations and first aiders
- Welfare facilities (toilets, break areas, drinking water)
- Restricted areas
- Parking and access points

6. Emergency Procedures

Fire Safety

- Raise the alarm
- Evacuate immediately
- Go to the assembly point
- Do not re-enter the building

First Aid

- Location of first aid kits
- Names of trained first aiders
- How to report an injury

7. PPE Requirements

Depending on your role, you may be required to wear:

- Safety boots
- Hi-vis clothing

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- Gloves
- Eye protection
- Hearing protection

PPE will be issued during induction where required.

8. Policies & Procedures

You will be introduced to the following:

- Health & Safety Policy
- Accident Reporting Procedure
- Manual Handling Procedure
- COSHH Procedures
- Lone Working Policy
- Driving & Vehicle Use Policy
- Code of Conduct
- Anti-Bullying & Harassment Policy

9. Training Requirements

You may be required to complete:

- Induction training
- Task-specific training
- Toolbox talks
- Refresher training
- Online learning modules

Attendance is mandatory.

10. IT & Communication

- How to access company systems
- Email and communication expectations
- Data protection and confidentiality

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- Reporting IT issues

11. HR & Administration

- Working hours
- Breaks
- Sickness reporting
- Holiday requests
- Payroll information
- Who to contact for support

12. Employee Declaration

I confirm that I have received, read, and understood the Employee Induction Document and agree to follow all company policies and procedures.

Employee Name: _____ Signature: _____
Date: _____

Inductor Name: _____ Signature: _____
Date: _____