

## **GSJP South Ltd – Induction Policy**

The aim of this policy is to aid those responsible for the induction of new staff and those existing members of staff changing roles. The policy deals with those matters necessary to help new staff members to settle into their new role and environment as quickly and as smoothly as possible. It can also be used as a checklist to ensure that all aspects of staff induction are covered.

### ***Arrival of new member of staff***

Prior to the induction process all new members of staff should be sent a welcome pack to include:

- Copy of contract
- Map with car parking or public transport information and security advice
- Details of time and where to arrive and who to ask for
- Details of any dress code in operation
- Request that P45, medical form, qualifications and certificates and ID such as passports or birth certificates (prevention of illegal workers) are brought to the induction meeting
- Arrangements for collection of any tools e.g. uniform, laptop and mobile phone
- Agenda for first day.

On arrival all new members of staff should be formally welcomed by their line manager and introduced to their immediate colleagues.

### ***PPE***

The Personal Protective Equipment at Work Regulations 1992 came into force on 1<sup>st</sup> July 1993.

The Regulations impose on employers a duty to provide appropriate personal safety equipment, such as hardhats, his-vis jackets, gloves, eye protectors, respirators, safety footwear etc.

Employers must provide suitable PPE to employees whose work poses health and safety risks. The employer has a duty to provide PPE only where risks have been identified.

The PPE equipment must be suitable for the work undertaken, the working conditions, length of time it has to be worn for and the requirements of the employee.

The employer should also ensure that any PPE is suitable and compatible with any other equipment used at the same time.

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The Employer must maintain all PPE in good working order.

Finally, where PPE is supplied all employees should be given proper training to use it and to understand why it is required. It is probably obvious how to wear a high-vis jacket, but at the same time employees must be told why it must be worn and what it is designed to protect against.