Induction Training

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There's a lot to learn when joining a company.
A well-structured induction programme helps
a new employee to understand the company's
rules, procedures and policies.

AVIVA

Induction Training

Introduction

The main aim of an induction programme is to give new employees an understanding of basic company procedures and rules, helping them settle into their roles as quickly as possible. The process usually extends over the first few weeks and months, as employees become integrated into their new organisation, but induction training may also be required for employees returning to work following a long period of absence.

Induction Programmes

A well-structured induction programme helps new employees to:

- Understand their role, the division in which they work and the organisation as a whole
- Familiarise themselves with workplace culture, procedures and colleagues
- Become aware of their responsibilities

Induction programmes are often fairly general in content and may need to be supported by job or task-specific training. It is important to ensure that any training provided by managers and supervisors is consistent.

What to Include in the Induction Programme

The following areas should be considered in your induction programme:

Terms and conditions of employment

- Contract
- Payment and holidays
- Absence and sickness procedures
- Disciplinary procedures
- Staff handbook or welcome pack
- Conduct
- Confidentiality and data protection
- Whistleblowing
- Next of kin
- Meal and refreshment breaks

Welfare

- Pensions and sickness
- Welfare facilities
- Medical services

The company

- Background
- Products and markets
- Roles and responsibilities

Introduction to the workplace

- Meeting supervisors and fellow employees
- Geography of workplace
- Brief details of role
- Organisation and department structure

Safety procedures

- Hazardous areas
- Fire safety and evacuation procedures
- First aid
- Incident and accident reporting policy
- Security systems, including ID badges
- Rules on smoking, alcohol and drugs

Training and development

- Persons responsible for staff development
- Content of training programmes
- Personal development
- Performance reviews
- Mandatory training
- Study leave
- Sources of information

Pay system

- Pay slips
- Overtime and incentive payments expenses
- Pension scheme

Trade union or staff association

- Identity of trade union or staff association representative

Induction Training Records

Induction training is the first part of what is generally an ongoing development and training programme, with points raised when employees first join being reinforced or refreshed over time. As with any training provided, the induction programme will need to be periodically reviewed and evaluated.

Producing and retaining adequate employee **training records often form a vital element of a company's claims** defensibility process. Where possible, training should be in accordance with a template, which can be used as evidence of the content of the training, if required. Employee records should show the content and date of training, and employees should sign to indicate they have both received and understood the training provided.

Induction Training Content

1. Safety Policy
   Explain the policy and highlight areas that apply to the employee's role.

2. Safety Information
   Provide copies of other relevant safety documentation such as risk assessments, health surveillance and safety arrangements, and explain their purpose.

3. Key Safety Personnel
   Introduce key personnel or provide details of their names and locations (in writing). Describe their functions.

4. Prohibited Areas
   Advise of any prohibited or restricted areas and explain why.

5. Prohibited Plant or Machinery
   Outline any plant or machinery that is prohibited to the employee and explain why. Make it clear that only trained operators are allowed to drive equipment such as forklift trucks (if applicable).

6. Machinery
   Explain the hazards and procedures for working with machinery including use of display screen equipment, if appropriate. Emphasise safety precautions.

7. Dangerous Substances
   Describe the hazards and precautions for working with dangerous substances or processes. Use any relevant Control of Substances Hazardous to Health (COSHH) assessments to highlight safety precautions.

8. Manual Handling
   Demonstrate safe lifting techniques and stress the requirement to obtain assistance.

9. Housekeeping
   Outline areas of particular concern in housekeeping, such as storage procedures or hygiene, as appropriate.

10. Safe Systems of Work
    Explain safe systems of work in operation and their importance, such as loading and unloading vehicles, lone working, etc.

11. Hygiene
    Confirm the location of washing/welfare facilities. Explain the purpose and operation of any hygiene rules, including smoking controls.

12. Emergency Procedures
    Explain the fire precautions, fire alarm and fire drill procedures, including location of all fire exits and assembly points.

13. Accident and Incident Procedures
    Explain the reporting procedures and first aid facilities. Provide the names and details of first aiders/appointed persons.

Checklist

A generic Induction Training Checklist is presented in Appendix 1 which can be tailored to your own organisation.

Specialist Partner Solutions

Aviva Risk Management Solutions can offer access to a wide range of risk management products and services at preferential rates via our network of Specialist Partners.

For more information please visit:

[Aviva Risk Management Solutions – Specialist Partners](#)

Sources and Useful Links

- [Providing training and information](#) – Health and Safety Executive

Additional Information

Relevant Loss Prevention Standards include:

- Claims Defensibility
- Display Screen Equipment

To find out more, please visit [Aviva Risk Management Solutions](#) or speak to one of our advisors.

Email us at riskadvice@aviva.com or call 0345 366 6666.*

*Calls may be recorded and/or monitored for our joint protection.

Appendix 1 – Induction Training Checklist

	Induction Training Element	Date Received by Employee	Employee Signature
1.	Safety Policy		
2.	Safety Information		
3.	Key Safety Personnel		
4.	Prohibited Areas		
5.	Prohibited Plant or Machinery		
6.	Machinery		
7.	Dangerous Substances		
8.	Manual Handling		
9.	Housekeeping		
10.	Safe Systems of Work		
11.	Hygiene		
12.	Emergency Procedures		
13.	Accident and Incident Procedures		
I confirm that I have been provided with and understood the above information: *employee's signature*			

The above employee has received induction training as outlined in the checklist:

Name of Manager/Supervisor:	Date:
Signature:	

Please Note

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