



City of Westminster

HEALTH & SAFETY INFORMATION

INDUCTION POLICY

# HEALTH AND SAFETY: INDUCTION POLICY

## Summary

This Policy demonstrates the statutory requirement in the provision of basic health and safety information to new employees / new starters has been met.

## Standards

Under the Health & Safety At Work Act 1974, section 2:2 (3), employers have a duty to provide employees with comprehensive and relevant health and safety information.

Under the Management of Health and Safety at Work Amendment Regulations 2006, section (10 -1), employers shall provide comprehensive and relevant information to employees on:-

**The risks identified by assessments.**

**Prevention and protective measures.**

**Procedures in case of fire.**

**Persons identified in policies and procedures.**

## **Other Requirements**

This policy should be read in conjunction with the Corporate Health & Safety Policy Statement

## Procedures

All employees (except those on a casual contract of one month or less) – Managers to follow the procedures in part 2 and complete the checklist form in Appendix A (as attached).

Employees on casual contracts for one month or less - Managers to follow the procedures in part 2 and complete the checklist form in Appendix B (as attached).

Individuals working with the Council, but are not directly employed by the council (e.g. consultants, agency workers, work experience students) - Managers to follow the procedure's using Appendix B.

The manager is to retain a copy and also send the completed checklist to the appropriate Departmental Health and Safety Advisor.

### **Manager's Responsibilities**

The manager or the person carrying out the Induction must:

Cover all remaining items on the checklist within 3 working days.  
Inform the employee / individual upon all other specific risks and control measures unique to their place of work or work related activities.

#### **For a particular task Group/Unit that may not be listed on the checklist.**

Sign and date the appropriate sections of the checklist (along with the employee/ individual), to confirm that the information has been provided and understood.

Clarify any queries that the employee / individual might raise concerning the information.

Ensure it is recognised that the manager may have to refer the individual to their Group/Unit Health and Safety Advisor/Manager.

Ensure that the completed checklist is placed on the new employee's personnel file and keep in their section.

\*NB Individuals who are not directly employed by the Council (agency / temporary workers, etc.), the completed checklist should be sent to the Group/Unit Safety Advisor/Manager for monitoring purposes.

### **Code of Safe Working Practice**

A "Code of Safe Working Practice" is attached as Appendix A and B. The Code is designed to ensure Managers fulfill their responsibility in carrying out the Induction process with all new starters.

Policy Revision Records			
First Issued	Review Date	Reviewed	By Whom
June 2004		February 2009	H&S Team
	February 2010	February 2010	H&S Team
	February 2011	January 2011	H&S Team
	January 2012		

## APPENDIX A (FOR PERMANENT EMPLOYEES AND STAFF ON CASUAL CONTRACTS FOR MORE THAN ONE MONTH)

**Employee's Name:**.....**Start Date:**.....**Location:**.....

**Manager's Name:**.....**Group:**.....**Unit:**.....

The first two items marked with an “\*” are to be covered by the person providing the induction (Personnel Provider/HR Direct). The Manager will be responsible for the rest of the items, and must ensure this induction card is put on the employee's personal file.

### NOTE FOR THE EMPLOYEE:

Please read the following and make sure you have been issued with and/or covered all applicable sections and that you have been directed to the Council's Intranet site. Ensure that you have read and understood all the information, if you are unsure of anything, you must ask your manager to explain them to you as soon as possible.

ITEMS FOR INSTRUCTION	Instruction / Issue Date	Employee's Signature	Manager's Signature	Comments (Manager / Employee)
1 See copy of Westminster City Council Safety Policy*.				
2 See copy of Group/Unit local Health & Safety Policy*, and staff health & safety handbook.				
3 Report all accidents, assaults, dangerous occurrences & near misses as soon as they occur using the Orange accident book.				
4 You should have received relevant information and instructions for Fire Precautions (alarms, exits, evacuation procedures, etc).				
5 You should be aware of First Aid Arrangements: with regards to the name & location of first aid person(s). Contact details of First Aiders are usually displayed in kitchen areas.				
6 It is recommended that you visit the Council's Intranet site where you will find all corporate & departmental health & safety guidance <a href="http://wirecms/hr/healthandsafety/">http://wirecms/hr/healthandsafety/</a>				
7 Ensure you attend the Corporate Induction Course provided for all new recruiters. Dates are on the Intranet site under Human Resources > IIS Development & Training > Corporate Induction or the page link is: <a href="http://wire/iis/modules.cfm">http://wire/iis/modules.cfm</a>				

**HEALTH & SAFETY INDUCTION CHECKLIST**

**\* This checklist is designed for Agency / Temporary staff who are employed by Westminster City Council for one month or less and do not have a personal file.**

**Employee's Name:**.....**Manager's Name:**.....

**Start Date:**.....**Finish Date (if known):**.....**Location:**.....

**Department:**.....

**NOTE FOR THE EMPLOYEE:**

Please read the following items below and make sure you have covered all sections with your manager. If you are unsure of anything, you must ask your manager to explain them to you as soon as possible.

<b>Items for Instruction</b>	<b>Instruction Date</b>	<b>Employee's Signature</b>	<b>Manager's Signature</b>	<b>Comments (Manager/Employee)</b>
You should know the Fire Procedures: (fire exits, alarms)				
You should know where to locate a First Aid person (usually displayed in kitchen areas)				
Welfare arrangements: (housekeeping, ventilation, etc.)				
Display Screen Equipment (if used): (e.g. rest breaks, supporting chair, etc.)				
You should be told where the accident book is kept and report all incidents to your manager.				
All other items /.(specific risks associated with work activities) including procedures to reduce risks from violence eg alarm systems, risk assessment and checking database before working with service users, lone working risk assessment.				

**NOTES FOR THE MANAGER:**

Please ensure these cards are kept within your own areas and a copy is sent to the Departmental Health & Safety Advisors when completed.

- Health & Safety guidance can be found on the Council's Intranet site under:  
[http://wire/documents/i\\_wire.cfm](http://wire/documents/i_wire.cfm)
- If the member of staff has been awarded an extension to their contract, which means they will be working for the Council for longer than 4 weeks, then they should attend a health & safety Induction course. The dates are available on the Intranet site under Human Resources > ISS Development & Training > Booking a course, etc.