

Induction Checklist

Day to day logistics

- o Start & end times
- o Dress code (& PPE if necessary)
- o Sick day procedure
- o Contact numbers for primary contacts
- o Code of conduct

Access

- o Physical access needs considered
- o Badge and pass ready
- o Computer access needs considered
- o Computer system account created

Health and Safety

- o Appropriate risk assessment located and up to date
- o Briefing organised

Equal Opportunities

- o Adaptations identified and arranged
- o ...

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- o _____
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