

Employee Induction

Name	
Job Title	
Date of Birth	
Start Date	

Documentation & general assessment

Starter Pack issued	Yes / No <i>Starter Pack: Employee handbook, Site Rules, Corporate Policies, Uncontrolled copies of Quality & Environment Management system, Job description, Fire Prevention, Schedule of training workshops and competency requirements.</i>																
Principal statement of terms and Conditions	Yes / No																
Private & Confidential form (receipt of employee handbook)	Yes / No																
Job Description	Yes / No																
Emergency Actions	Yes / No																
List of PPE/RPE issued	Hard hat; Glasses; Set of Overalls; Steel toe-capped boots; Gloves.																
Medical complaints or physical/mental disabilities																	
Any Special circumstances affecting employment?	<i>(e.g. Religious / cultural beliefs or rituals affecting work patterns or willingness to undertake certain activities; family, or marital problems – sensitive issues do not have to be disclosed – an awareness is all that is required)</i>																
Criminal record or other prosecutions against individual																	
Formal qualifications or skills attained during working life																	
For Forklift drivers, HGV drivers, and company car drivers	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Copies of HGV License received</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">No</td> <td style="width: 20%;">N/A</td> </tr> <tr> <td>Copies of ADR License received</td> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>Copies of Forklift License received</td> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td>Copies of driving License received</td> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	Copies of HGV License received	Yes	No	N/A	Copies of ADR License received	Yes	No	N/A	Copies of Forklift License received	Yes	No	N/A	Copies of driving License received	Yes	No	N/A
Copies of HGV License received	Yes	No	N/A														
Copies of ADR License received	Yes	No	N/A														
Copies of Forklift License received	Yes	No	N/A														
Copies of driving License received	Yes	No	N/A														

Please Note: All equipment issued by FENIX remains the property of FENIX and should be returned to your Departmental Manager on termination of employment.

FENIX reserve the right to recover losses incurred as a result of general equipment or personal protective equipment not being returned.

Any other information that you feel may be relevant to your employment with the Company?	
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Employee Induction

In attending the site induction, we shall endeavour to raise your awareness of the following subjects to promote Health, safety & the environment and inform you of Company procedures which will affect any work undertaken whilst employed as a representative of the Company.

Site Fire & Emergency Procedures	Yes / No
Location of Assembly Points	Yes / No
Emergency Eye wash & Showers	Yes / No
Reporting of Accidents	Yes / No
Reporting of Dangerous Occurrences	Yes / No
Permit to Work systems	Yes / No
COSHH	Yes / No
Key Personnel on Site	Yes / No
First Aid Arrangements	Yes / No
Welfare Facilities	Yes / No
Workplace Transport Safety	Yes / No
PUWER/LOLER	Yes / No
Restricted Areas	Yes / No
Hazardous Areas	Yes / No
Bio Hazards	Yes / No
Working at Height	Yes / No
Fragile Roofs/Roof Access	Yes / No
Manual Handling	Yes / No
Personal Protective Equipment	Yes / No
Site Housekeeping	Yes / No
Portable Appliance use and tests	Yes / No
Hand/Arm Vibration (White Finger)	Yes / No
Noise	Yes / No
Electrical Hazards	Yes / No
Quality system Overview	Yes / No

Induction was carried out by:

Name	Signature	Date

Declaration by New employee

- I confirm that I have received the induction, as detailed in this document, and have also received the information.
- I understand that attendance of various training workshops and competency assessments are necessary during my employment and agree to fully cooperate with the company and attend all necessary training.
- I have also been made aware of my obligations to not only look after my own safety and welfare but to look after the safety and welfare of other people.

Name	Signature	Date