**Social Sciences Induction Checklist**

**(With particular reference to Special Collections)**

# Resources to Prepare

* Work station assessment documentation- familiarise oneself with this if needed
* Familiarise oneself with H & S policies in H & S binder
* Print off Fire Induction Checklist
* Familiarise oneself with Personal Emergency Evacuation Plan (PEEPs) if needed
* Have contact details available for Fire Safety Training booking
* Have contact details available for Manual Handling Training, Ladder Training, and Manual Handling at a Height Training
* Familiarise oneself with COSHH if needed
* Get annual leave form from personnel
* Have up to date university structure charts available

## Resources to Give to New Staff

* PEEPs support briefing and administration if necessary
* Raise awareness of staff support schemes, etc available (ie- Occupational Health)
* Go over university structure charts
* Go over website and related resources
* Bring HSE policies and procedures to attention via H & S binder, paying special attention to the bullying policy
* Raise awareness of Staff Manual and procedures
* Review out of hours policy
* Review safety procedures specific to department
* COSHH briefing as needed

### Things to do with New Staff

* Work Station Assessment
* Fire Induction Briefing and checklist
* Tour of facility including fire exits
* Brief on first aiders available and emergency procedures
* Ensure attendance of University Fire Safety training within first two months
* Manual handling training or refresher within first week
* Ladder and manual handling at a height training within first week
* All necessary equipment training within first month
* Review PPE needs and uses as required
* Purchase any desk or further equipment needed
* Arrange for any additional necessary training

# Social Sciences Induction Checklist

**Name of new member of staff:**

**Position title: Date:**

|  |  |
| --- | --- |
| **Resources Given** | **Y/N** |
| University structure charts |  |
| Website and related resources |  |
| Raise awareness of staff support schemes, etc available (ie- Occupational Health) |  |
| Personal Emergency Evacuation Plan (PEEPs) support briefing and administration if necessary |  |
| Bring Health and Safety policies and procedures to attention via H & S binder, paying special attention to the bullying policy |  |
| Raise awareness of Staff Manual and procedures |  |
| Review out of hours policy |  |
| Review safety procedures specific to department |  |
| Control of Substances Hazardous to Health (COSHH) briefing as needed |  |

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| --- | --- |
| **Tasks Completed** | **Y/N** |
| Work Station Assessment |  |
| Tour of facility including fire exits |  |
| Fire Induction Briefing and checklist |  |
| Brief on first aiders available and emergency procedures |  |
| Ensure attendance of University Fire Safety training within first two months |  |
| Manual handling training or refresher within first week |  |
| Ladder and manual handling at a height training within first week |  |
| All necessary equipment training within first month |  |
| Review PPE needs and uses as required |  |
| Purchase any desk or further equipment needed |  |
| Arrange for any additional necessary training |  |

**Signature of new staff member:**

**Name of member of staff conducting training:**

**Position:**

**Signature: Date:**

Please return all completed forms to the Director of Special Collections.