

CANTERBURY COLLEGE POLICY

NEW STAFF INDUCTION

EFFECTIVE DATE: March 2009

LAST REVIEWED: March 2009

REVIEWED BY: Health & Safety Advisor

NEXT REVIEW: As Required

1.0 Introduction

- 1.1 The Health and Safety at Work act, and the Management of Health and Safety at Work Regulations require every employer to provide comprehensive and inclusive health & safety training to all persons that they employ.
- 1.2 This procedure:
 - (a) Establishes a structure for the induction of all new staff members
 - (b) Provides guidance to faculty heads/section managers and others on the format, content and timescale of new staff inductions.

2.0 Applicability

- 2.1 This procedure applies to all employees engaged by the college.
- 2.2 This procedure does not apply to sub-contract labour, guests or visitors

3.0 Responsibilities

- 3.1 Health & Safety Advisor - Person whose responsibilities are to deliver the first stage health & safety induction on the first day of employment and to monitor the delivery of the second stage induction conducted by faculty heads/section managers and other nominated persons, including completion of the health & safety e-learning package
- 3.2 Personnel team members – Responsible contacting the health & safety advisor with names/times/locations of new staff members
- 3.3 Faculty heads/section managers and other nominated persons – Responsible for delivering the second stage health & safety induction.

4.0 Methodology

- 4.1 As soon as is possible a member of the personnel team should contact the health & safety advisor to inform of new staff member joining the college. Date/Time/Location are required.
- 4.2 On the allotted day the health & safety advisor will attend and deliver the first stage health & safety induction. This will comprise of:
 - 1. Location of College Health & Safety Policies/Procedures/Forms
 - 2. Overview of College's Fire evacuation procedure
 - 3. Overview of How to report an accident or near miss
 - 4. How to contact a first aider
 - 5. General Safety guidelines (campus wide)

6. Office safety – general awareness
7. Use of Personal protective equipment
8. Mandatory health and safety training for staff

This part of the induction should last no more than 15 minutes and is intended as an introduction to the new staff.

- 4.3 Within 10 working days the faculty heads/section managers and other nominated persons should deliver an in-depth second stage induction that covers the following issues:
 1. Specific fire escape routes and introduction to nominated area fire marshal.
 2. Copies of risk assessments that relate to the new staff member's employment including an introduction to the staff members responsible for writing the assessments
 3. Discuss/explain safe working practices in faculty/department including procedures/guidelines etc
 4. Introduction to e-learning packages
 5. Description of faculty/department health & safety meeting, those attending and routines for raising issues.
 6. Handover of faculty health & safety handbook
 7. Location of all health & safety information on college intranet.

5.0 Records

- 5.1 A copy of the induction for new inductee should be kept by the department faculty indefinitely with the original being kept with personnel.