



Assess your Induction Processes

Comprehensiveness - Do your induction processes cover the following people:	Yes	No	Unsure
New employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing employees transferring between jobs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors and subcontractors who are working on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular visitors who will be unaccompanied on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainees or persons on work experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning	Yes	No	Unsure
Do you organise an induction plan and give it to the new starter before they join you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a suitable template, into which you can slot the arranged activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your induction training plan extend over a number of weeks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process – Do your inductions cover the following:	Yes	No	Unsure
Welcome into their team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tour of site and facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to your organisation it's aims and values - "how we work around here"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overview of employment conditions e.g. pay, leave, code of conduct etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overview of safety policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overview of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allocation and care of Personal Protective Equipment, Tools etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation	Yes	No	Unsure
Do you regularly check the effectiveness of your induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly check people's response to your induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure that learning has taken place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>