New Starter Induction: A Health & Safety Perspective

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New to the job?

You are as likely to have a serious accident in your first six months as during the whole of the rest of your working life!
<table>
<thead>
<tr>
<th>Length of time in job</th>
<th>Reportable injury</th>
<th>All workplace injury</th>
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<tbody>
<tr>
<td>Less than 6 months</td>
<td>3316</td>
<td>9861</td>
</tr>
<tr>
<td>6 to 12 months</td>
<td>1023</td>
<td>3821</td>
</tr>
<tr>
<td>1 to 5 years</td>
<td>1084</td>
<td>3092</td>
</tr>
<tr>
<td>Over 5 years</td>
<td>973</td>
<td>2829</td>
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Source: HSE
What does the Law say?

• **Health & Safety at Work etc. Act 1974:**
  
  – Employer under a general duty to provide sufficient “information, instruction, training and supervision”.
  
  – Specific duty to bring the H&S Policy to all employees’ attention.
What does the law say?

- **Management of Health & Safety at Work Regulations 1999:**
  - **Reg. 10 (information for employees):**
    “Employees to be provided with information relating to procedures to deal with serious and imminent danger...”
  - **Reg. 13 (capabilities and training):**
    “Employees shall be provided with adequate H&S training upon being recruited...”
What should an induction cover?

- An initial welcome: show them round!
- The “day 1” basics: fire/emergency procedures, H&S Policy and departmental arrangements....
- Signpost to online training, self study etc.
- Identify any further necessary training / refresher, or other means of assessing competency.
- Production of an initial “induction plan”, which will be reviewed regularly.
- Regular checks that the information provided has been understood!
What format?

• Totally up to you!
• The Health & Safety Dept. has produced templates you can use to get you started.
• The record should be itemised and initialed/dated by both the new starter and the inductor – best practice.
• Final sign off – who should do this?
• Records should be kept for the duration of employment + a further 3 years.
DIDN'T THEY DO WELL?!
In Summary

• Look after your new starters - they are inherently vulnerable!
• Inductions should create a plan towards achieving basic level of competency.
• Keep good records!

Further information can be found at: http://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm