



Worker Induction Checklist

This is the suggested minimum induction provision for workers. Departments should determine whether any further provision is required, e.g. due to the nature of the role.

The University recommends that departments undertake the following on engaging workers:

- Arrange for a member of staff to act as a named contact for work matters and be responsible for the work undertaken
- Introduce key personnel, particularly immediate work colleagues
- Fully explain the work expected
- Ensure the worker understands the terms and conditions of their work
- Ensure workspace and equipment are ready
- Provide any relevant guidelines and instructions

If your department is engaging workers to undertake teaching, please also refer to the following:

Guidance for departments on the induction of associate tutors involved in learning, teaching and assessment: www.shef.ac.uk/lets/home

Departments should also be aware of safety management procedures at the University: www.shef.ac.uk/safety/guidance

These include Safety Induction Training and guidance on health and safety for Agency Workers.

Note that workers should be paid at their appropriate hourly rate for their time spent undertaking induction.

Departmental Checklist

Ensure that the worker has been provided with a copy of their Registration Agreement	
Ensure the worker has completed the Registration Form for Payment of Workers and that this has been sent to the Pay & Pensions Office	
Get uCard from CICS, Computing Centre, Hounsfield Road (if applicable)	
Introduce to key personnel	
Familiarisation with locations and resources essential to work and wellbeing (cloakroom location etc)	
End of day procedures	
Hours of work, if relevant	
Familiarisation with University and departmental policies relevant to the work (include: UoS Equal Opportunities Policy and Code of Practice; UoS Harassment Policy)	
Arrangements for annual leave	

Health and safety procedures	
General/particular hazards	
Fire/emergency procedure and fire drills	
No smoking policy	
First Aid procedures	
Reporting incidents	