



**The
University
Of
Sheffield.**

INDUCTION CHECKLIST FOR DEPARTMENTS

Agency Worker:	Department:
Start Date:	Induction Coordinator:

As with staff, Agency Workers will need guidance, support and information in order to establish themselves quickly and understand their role. The University recommends that departments should:

- Introduce relevant members of staff, particularly immediate work colleagues.
- Ensure that workspace and equipment are ready.
- Work through the below induction checklist (depending on the nature and location of the work to be undertaken some aspects identified below may not be appropriate).
- Provide hard copies of relevant procedures/information if the agency worker, due to the nature of their engagement does not require a computer account.

Please tick when complete.

TICK	AREA OF INDUCTION
Prior to arrival	
<input type="checkbox"/>	Ensure the Agency Provider knows when and where the worker should arrive and whom to report to
<input type="checkbox"/>	Arrange necessary equipment, for example if appropriate: desk, computer, phone, stationery, etc.
<input type="checkbox"/>	Brief relevant colleagues on the agency worker's arrival
Health and Safety Procedures:	
<input type="checkbox"/>	Display Screen Equipment (DSE) assessment/training (if use DSE for 1-2 hrs/day or 10 hrs/week) (There is an online training package: http://www.shef.ac.uk/safety/online-training/display [An external visitor Ucard number will be required in order to log on])
<input type="checkbox"/>	Fire /how to raise the alarm/emergency evacuation procedures/assembly points
<input type="checkbox"/>	Location of emergency exits
<input type="checkbox"/>	Location/use of fire extinguishers (Please note that we don't ask anyone to fight fires unless competent to do so). Managers should consider if Online fire training should be offered – it is mandatory if the period of engagement is anticipated to last 6 months or more.
<input type="checkbox"/>	Location of First Aid box/ First Aiders
<input type="checkbox"/>	Emergency contacts

<input type="checkbox"/>	Accident reporting procedures
<input type="checkbox"/>	Local safety hazards relevant to their area of work
<input type="checkbox"/>	Out of hours training if required to work outside of normal working hours. (This is usually before 7am and after 6pm, but may vary in departments that have different core hours). Available on line (http://www.shef.ac.uk/safety/induction/induction) or via dates advertised on Safety Services web site.
<input type="checkbox"/>	Online Health & Safety induction training (http://www.shef.ac.uk/safety/induction/induction) (external visitor ucard required in order to access). This should be undertaken within the first week of an engagement, where it is anticipated that the engagement will be for a month or more.
<input type="checkbox"/>	Inform the new starter that the University has a Health and Safety Policy which can be found at the URL below. All employees should be encouraged to read this Policy and Code of Practice. Summary Code of Practice: http://www.safety.dept.shef.ac.uk.eresources.shef.ac.uk/cop/abbrcop.pdf
Take them to CiCS, Computing Centre, Hounsfield Road to obtain an external visitors uCard and computer account (if appropriate):	
<input type="checkbox"/>	Application forms available at: http://www.cics.dept.shef.ac.uk/ucards/ucard_account_form.pdf (Form to be signed by the Head of Department)
Introduction to Department	
<input type="checkbox"/>	Advise the Agency Worker of the web pages providing information on the facilities they can access at TUOS from day one of their engagement [http://www.shef.ac.uk/hr/guidance/agencyworkersinfo]. (Provide hard copy details if they will not have access to the internet via the provision of an external visitors UCard).
<input type="checkbox"/>	Introduction to line manager/relevant colleagues
<input type="checkbox"/>	Allocation of workstation and equipment
<input type="checkbox"/>	Building security arrangements
<input type="checkbox"/>	Location of toilets
<input type="checkbox"/>	Kitchen and drink making facilities
<input type="checkbox"/>	Stationery and photocopying/printing facilities
<input type="checkbox"/>	Keys/security codes (if appropriate)
<input type="checkbox"/>	Tour of department (if appropriate)
<input type="checkbox"/>	Communication channels within and structure of department (if appropriate)
Working practices and procedures	
<input type="checkbox"/>	Cover for lunch/holidays etc.
<input type="checkbox"/>	End of day and out of hours procedures/access
<input type="checkbox"/>	Dress code
<input type="checkbox"/>	Annual leave requests - to be submitted to their agency provider
<input type="checkbox"/>	Sickness notification procedures - to notify their agency provider and their reporting manager

<input type="checkbox"/>	Access to email, and other IT systems (if appropriate)
<input type="checkbox"/>	Introduction to IT systems, phone directory, guidance on use of the telephone system, (if appropriate) etc
Outline of Own role:	
<input type="checkbox"/>	Work tasks/objectives
<input type="checkbox"/>	Hours of work
<input type="checkbox"/>	Training/development needs (if appropriate)
Introduction to the University of Sheffield – Direct them to the below policies or provide hard copies if no access to the internet:	
<input type="checkbox"/>	Equal Opportunities Policy and Code of Practice for Staff http://www.sheffield.ac.uk.eresources.shef.ac.uk/hr/az/eopolicy
<input type="checkbox"/>	Harassment – Code of Practice http://www.shef.ac.uk.eresources.shef.ac.uk/hr/guidance/eamp/harassment/cop.html