

## **Elliott Nash Ltd Induction Training Procedure (SHE 5)**

### **Introduction**

All staff of Elliott Nash Ltd will receive induction training at The Depot Office. Each member of staff will then be assessed in relation to their individual activities and capabilities and will be provided with appropriate information, instruction and training.

Additionally we are committed to the development of all staff and have both individual and corporate CPD training programs.

### **Legislation**

The Management of Health and Safety at Work Regulations 1999 state that “Every employer shall ensure that their employees are provided with adequate Health and Safety training on their being recruited into the employers undertaking”.

### **Health and Safety Policy Statement of Intent (SHE 1 of the Health and Safety Management System)**

### **Health and Safety Responsibilities and Procedures (SHE 2 & 3 of the Health and Safety Management System)**

The employee is informed of their and the company’s responsibilities regarding Health and Safety and shown where this information can be accessed.

### **Fire Safety (SHE 18 of the Health and Safety Management System)**

This will include emergency evacuation procedures and identification of fire exits, escape routes, assembly points, alarm sounds and extinguisher locations.

### **Accidents\Incidents and Near Miss Reporting (SHE 7 of the Health and Safety Management System)**

Staff will be informed of accident/incident/near miss reporting procedures.

Section	Revision No	Issue Date	Review Date	Approved
SHE 5		July 11	July 12	Yes/BMP

### **Personal Protective Equipment (SHE 6 of the Health and Safety Management System)**

PPE will be issued where necessary with an explanation on its correct use, reasons behind its use and with care and storage instructions. Areas will be identified where PPE is mandatory such as site visits.

### **Office Welfare Standards (SHE 14 of the Health and Safety Management System)**

Employees will be informed of office welfare standards and arrangements.

### **Smoking Policy**

Information will be given on the company's smoking policy and employees shown the designated areas allocated for smoking.

### **Occupational Health (SHE 31 of the Health and Safety Management System)**

Information will be acquired on any conditions that may affect the person from carrying out the work that is required of them safely. A suitable risk assessment will highlight potential hazards so that they can be eliminated. If elimination is not possible a safe system of work will be devised in order to safeguard the individual.

### **Workplace Hazards (Office Layout Drawings)**

The employee will be introduced to their workplace or facility with particular reference to the hazards which may be present from machinery, equipment and substances. The safe systems and procedures for carrying out the job required of them will be explained in depth.

### **Site Safety Awareness (SHE 11 of the Health and Safety Management System)**

Employees will be made aware of possible site hazards. This will be achieved by a short awareness course and supplemented with company guidance. Additionally all employees required to visit construction sites that have not already achieved a cscs card will be enrolled on the site safety scheme.

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SHE 5		July 11	July 12	Yes/BMP

### **Company Driving (SHE 13 of the Health and Safety Management System)**

The employee is made aware of the company driving policy including driving hours, pre-use checks, pre-employment questionnaires and business insurance requirements.

### **Manual Handling (SHE 17 of the Health and Safety Management System)**

The employee is made aware of correct manual handling techniques. The induction training is supplemented by a DVD.

### **Display Screen Equipment (SHE 12 of the Health and Safety Management System)**

The employee is made aware of the company DSE procedure and a DVD illustrates the correct seating positions.

### **Company Lone Working (SHE 29 of the Health and Safety Management System)**

The employee is made aware of the company Lone Working procedures.

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