

Soltec UK Ltd Health and Safety Procedure

Title: Health & Safety Induction Procedure			
Document Number:	Soltec – SP01	Revision 1	Date of Issue: 15/03/2007

This procedure is written and issued in accordance with Soltec UK Ltd Safety Management System Framework and Protocol.

The responsibility for upkeep and amendment of this procedure rests with the Health & Safety Manager. All requests for modification should be made to Soltec UK Ltd Head Office.

CONTENTS

Section 1	Policy
Section 2	Procedure
Section 3	References
Section 4	Definitions
Appendix A	Induction Checklist
Appendix B	Overview of legal duties

1. Policy

Soltec UK Ltd is committed to ensuring that any person who is called upon to do work for the organisation is provided with sufficient health and safety information to enable them to do their work safely and in a controlled manner.

The purpose of this procedure is to alert managers to the need for local induction and suggest what the minimum content of such an induction programme might be.

2. Procedure

2.1 All new employees or employees transferred to other jobs will be given local health and safety induction training.

2.2.1 All persons who are not direct employees i.e. temporary staff, consultants, contractors etc. will also be provided with an appropriate degree of induction training.

2.3 The induction should be tailored to the local area and should be flexible enough to meet the individual needs of various categories of worker.

2.4 It is the responsibility of the Health & Safety Manager to ensure health and safety induction training is carried out for all new and transferred staff. Inductions can be provided by anyone who is deemed competent to communicate the necessary information. In most cases induction should be seen as a "line managers" responsibility

Soltec UK Ltd Health and Safety Procedure

Title: Health & Safety Induction Procedure			
Document Number:	Soltec – SP01	Revision 1	Date of Issue: 15/03/2007

2.5 The content of the induction should include as a minimum those items detailed on the induction checklist contained within Appendix A. and a copy of the “Brief summary of legal duties” (Appendix B). The checklist should be customised to suit the particular requirements of the location and person being inducted.

2.6 The induction programme should recognise the special needs of employees who may have sensory, physical or other learning difficulties.

2.7 Induction should preferably be done on the first day of work. If, for operational reasons, or due to the short duration of the work, this is not possible, the person or persons as a minimum should be provided with the information identified by an asterisk on the checklist (Appendix A). Induction training should be completed no later than ten working days from commencement of work.

2.8 Formal records should be kept of all induction sessions by the Health & Safety Manager.

2.9 Where contractors are engaged to carry out works in Soltec UK Ltd premises, information must be supplied on the following arrangements: Fire and evacuation, First aid, Incident reporting & any specific workplace hazards that may affect the contractor. Induction of Contractors and Consultants should be carried out by, or arranged by, the person responsible for overseeing/supervising the particular activity/project.

3 References

Reference should be made to the following documents:

The Management of Health and Safety at Work Regulations 1999, Regulation 8 (information to employees).

4 Definitions

4.1 Health and Safety Induction: This is the process of providing essential health and safety information to all categories of worker who work either as direct or indirect labour for Soltec UK Ltd.

4.2 Local Induction: This should be induction for a local office area or building.

Soltec UK Ltd Health and Safety Procedure

Title: Health & Safety Induction Procedure			
Document Number:	Soltec – SP01	Revision 1	Date of Issue: 15/03/2007

APPENDIX A – Induction Checklist

HEALTH AND SAFETY INDUCTION (new and transferred staff)		
Name of person being inducted		
Name of person conducting induction		
Start date		
The completed induction sheet to be signed off by the inducted person and their line manager and a copy kept in the local office		
ITEM	DETAILS	COMPLETED Initial and date
1. General obligations and responsibilities	Refer to attached summary of legal obligations.	
2. Safety Management System	Refer to Soltec UK Ltd health and safety management system, which can be located on PC and Front Office library in particular the Policy and Procedures Document. Provide a copy of the H&S General Policy Statement.	
3. Line Manager	Provide details of the line manager	
4. Safety Representative	Provide information and contact details for the accredited health and safety representative.	
5. First Aid	Show the location of first aid facilities together with name and contact details of relevant first aid personnel.	
6. Emergency Evacuation	Explain the local emergency evacuation procedure and where the written information can be found. Provide name and contact details of the local Fire Marshals.	

Soltec UK Ltd Health and Safety Procedure

Title: Health & Safety Induction Procedure			
Document Number:	Soltec – SP01	Revision 1	Date of Issue: 15/03/2007

ITEM	DETAILS	COMPLETED Initial and date
7. Accident and Incident Reporting	Refer to Soltec UK Ltd health and safety management procedure SP 06 and explain.	
8. Workplace hazards	List and discuss the main hazards that the individual may encounter in the course of their activities, both location and task related. Provide details of any local policy and procedures	
9. Occupational health provision	Provide details of the OH provision and how it can be accessed for advice and counselling etc.	
10. Personal alarm systems	Provide details of the operation and procedures covering the personal alarm system.	
11. Site and lone working arrangements	Explain the procedure and risk assessments covering both site and lone working. Emphasise the importance of following the control measures	
Induction complete (signatures) and dateDate.....	H&S Manager
Date.....	Inducted person

Soltec UK Ltd Health and Safety Procedure

Title: Health & Safety Induction Procedure			
Document Number:	Soltec – SP01	Revision 1	Date of Issue: 15/03/2007

Appendix B – Brief Summary of Legal Duties

It is the duty of every employer, so far as is reasonably practicable to ensure the health, safety and welfare of all their employees whilst at work including:

- The provision and maintenance of safe plant and systems of work.
- The provision of necessary information, instruction, training particularly on recruitment and on being exposed to new or increased risks.
- The maintenance of a safe place of work with safe access and egress.
- The maintenance of a safe working environment and welfare conditions.
- The appointment of competent persons to undertake risk assessments and advise on health and safety issues.
- The provision of reasonable and clearly prioritised workloads that meet the capabilities of the employee.
- Co-ordination and cooperation on health and safety matters with other employers who share the workplace.

An employer must have in place a mechanism for consultation with employees and their representatives on matters that may affect their health, safety and welfare.

Every employer of five or more persons must prepare and bring to the attention of all employees a written statement of its general policy with respect to the health and safety of its employees.

All employers in consultation with safety representatives must make suitable and sufficient assessments of the risks to health and safety of employees and third parties that may be affected by their activities. If more than five people are employed the significant findings of these risk assessments, including control measures, target dates for completion and names of those with actions must be recorded in writing

All employees must take reasonable care for the health safety and welfare of themselves and others that may be affected by their acts or omissions.

Employees must also co-operate with their employer as far as necessary to enable the employer to comply all relevant legal requirements.

Employees must bring to the attention of the Employer any deficiencies in health and safety arrangements and any potentially unsafe practices or circumstances of which they are aware.

Persons should not interfere with any safety equipment or systems provided for the protection of their health and safe.