

YOUR COMPANY NAME

OFFICE & ESTABLISHMENT INDUCTION

1. Key members of the office management team

Office Manager
Senior Managers
Receptionist
First Aiders
Fire Co-ordinator
Fire Marshal's
Establishment Safety Representative:

2. The Scope / Size / Location of the office/establishment

Layout
Neighbouring offices
Entrances/exits are located at:
Nature of any shared facilities
Issues caused by neighbouring activities, e.g. schools or factory

3. Office details

Address, Telephone number, Fax number

4. Telephone facilities

Pay phone location, acceptable use of office phones, dial out procedure etc.

5. Security, access arrangements, car parking, other transport facilities.

"Signing in" requirements
Office opening times
Access out of office hours inc lone working arrangements
Security arrangements
Car parking arrangements
Local public transport routes

6. Welfare facilities:

Canteens, toilets, room/seating etc.
How to contact maintenance contractors

7. Arrangements for access for visitors etc.

Login procedure
Passes
Escort arrangements
ID badges & briefings

8. Actions in the event of an accident and reporting procedure

Report to your first aider and supervisor
Ensure the accident is recorded in the accident book
The accident book is located at.....
Note; all accidents will be investigated no matter how simple. if you have suggestions

to prevent it happening again, tell your line manager

9. Name(s) and details of first aider(s) and first aid facilities

Location of first aid box

Names & location of first aiders / Posters etc

10. Fire precautions and the actions in the event of an emergency, including escape routes, assembly points & instruction in safe use of any fire fighting equipment.

Emergency procedures - Refer to layouts and the fire safety plan

Alarm system and fire points

Escape routes

Locations of assembly points

11. Smoking restrictions

No smoking in offices or canteen – Legal smoking points are located outside in ...

12. Office/establishment rules

These will be specific to the premises but include:

No horse play

All walkways to be kept clear off rubbish

Clear all desks evening

13. General office risks and hazards

Details of any specific establishment risk assessments

Trip hazards caused by electric leads and stored materials

COSHH, health hazards

Safe use of equipment such as guillotines

Manual handling etc.

Details of any restricted areas i.e. plant rooms etc

14. Procedure for reporting unsafe acts, near misses and safety infringements that require attention

Report any unsafe circumstances - tell the office manager or your line manager immediately

15. Use of office equipment

The requirement for carrying out your own workstation assessment VDU's

Identify any equipment in the office and specify training requirements

Maintenance procedures including PAT testing of electrical appliances

16. Housekeeping arrangements and material storage

It is your responsibility to keep your work area tidy, general cleaning will be done in the by office cleaning contractors.

All cups etc must be left in the kitchen, not on desks etc.

17. Compliance with specific Company procedures where appropriate

The office safety plan is kept by the office manager who will ensure you are kept up to date using briefings, news letters and notices.

18. Environmental issues – waste paper, energy use.

The use/ reuse of paper, double sided copying etc
Recycling of plastic cups etc
Rules relating to the use of power for heating & light

19. Consultation

If you feel the need to talk confidentially about any matter, speak to your supervisor, office manager or HR dept as appropriate.

20. Open Discussion

Ask for questions or feed back from new starters

Please sign the attendance sheet or Tear off slip below and hand to your manager

Name (Print): _____ Signature: _____

Date: _____ Company: _____