

## Sandwell Mind: First day orientation for new staff

Managers are responsible for ensuring that all new members of staff have been taken through this checklist on the first day of their employment as a basic orientation only. A more detailed induction can then be carried out as per the requirements of the role.

Employee Name:	
Job Title:	
Project/dept:	
Start date:	

	tick
Tour of workplace and introduction to staff/service users	
Security of the premises - codes, keys, storage of belongings etc	
Line management arrangements	
Health and Safety responsibilities	
Accidents	
First Aid	
Safe lone working	
Staff conduct	
Confidentiality	
Abuse	
Smoking	
Personal details form – copy to Personnel and Finance	
Contract, job description and notice period	
Employee handbook	
Hours of work, breaks and punctuality	
Arrangements for annual leave and bank holidays	
Medical appointments	
Timesheets	
Sickness procedure	
Petty cash and expenses	
Communication / IT / mobile phones	
Support plans / managing risk with service users	
Medication management	
Raising concerns and reporting incidents	
Car users: insurance, license, photo ID	

I confirm information and guidance in the above areas has been delivered (manager)	Signed:  Date:
I confirm information and guidance in the above areas has been received (employee)	Signed:  Date: