

# CARDIFF COUNCIL

## CODE OF GUIDANCE

### INDUCTION OF NEW EMPLOYEES ( Health and Safety)

This Code of Guidance is concerned with the health and safety aspects of the induction of new employees.

This Code of Guidance addresses the following:

- 1.0 Background
- 2.0 Health and safety induction training
- 3.0 Record keeping

#### **1.0 Background**

Section 2 of the Health and Safety at Work, etc Act 1974 places a duty on the Council (as the employer), so far as is reasonably practicable, to provide information, instruction and training as necessary to ensure the health and safety at work of employees. The Council has a duty to provide new starters with adequate instructions to enable them to work safely as soon as they start work.

Regulation 13(2) of the Management of Health and Safety at Work Regulations 1999 requires the Council to ensure that his or her employees are provided with adequate health and safety training on taking up employment with the Council.

Regulation 10 of the Management of Health and Safety at Work Regulations 1999 requires the Council to provide employees, and parents or guardians of any child at work, including those on work experience, with information on the key findings of the risk assessment and the control measures taken, including safe systems of work/method statements before starting work.

The information required for a child on work experience can be provided in any appropriate form, including verbally or directly to the parents or guardians. In the case of work experience, the information can be given via the organisation or school, the work experience agency or, if agreed with the parents, via the child, as long as this is considered a reliable method. The Regulations define a child as a person who is not over compulsory school age. Further information is included in the Council's Code of Guidance on Employment of Young People, (Including unpaid work experience and volunteers)

#### **2.0 Health and Safety Induction Training**

Health and safety induction training must commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work.

The training will last as long as required and the content is dependent on the nature of employment.

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The health and safety component of induction training will contain the following:

- i) **Health and Safety Policy** – The Council and Service Area Health and Safety Policy should be explained to the new employee with particular attention being paid to the roles of relevant personnel (including that of the employee and Health and Safety Advisers, Corporate Services) and the arrangements specific to the employees workplace and work activities.
- ii) **Accident and violent incident reporting procedures.** This will cover the action to take when an accident or violent incident has occurred. The Council's Violence at Work Policy should be explained to the employee.
- iii) **First aid** – New starters need to be informed of arrangements in place for first aid including the location of the first aid box, where to go for treatment and the name(s) of trained first aiders.
- iv) **Fire procedures and precautions** - Information must be given on action to be taken when the fire alarm sounds and:
  - the fire evacuation routes and fire exits
  - the assembly point
  - the responsible person the employee must report to at the assembly point
  - further instructions on the action to be taken in the event of discovering a fire
  - what to do with machinery or processes left prior to evacuating an area
- v) **Safety legislation** - The new employee should be introduced to the legislation that applies to the workplace. The requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 must be explained. Appropriate risk assessments and associated safe systems of work/method statements must be shown to the new starter together and if appropriate, e.g. Display Screen Equipment assessments, be completed with the employee. Any specific legislative issues should also be addressed.
- vi) **Health and safety consultation arrangements** – The arrangements for consultation in respect of health and safety should be outlined including the role of Safety Representatives, the Health and Safety Advisory Forum, Service Area Health and Safety Committees and Service Area procedures for consulting employees.
- vii) **Occupational health** - The employee should be given information on occupational health services (including the Employee Counselling Service), vaccinations, health surveillance etc.
- viii) **Site safety rules** - This section will cover the Service Area's safety rules
- ix) **Safety procedures** - Items for discussion in this section could include:

- personal protective equipment
  - use of ladders
  - safe manual handling of loads
  - permits to work
  - procedures to reduce risk of violence
  - any task or specific equipment that must not be carried out or used without the appropriate training or supervision.
- x) **Health and safety problems** – Employees should be informed that they should always refer any health and safety issue or problem to their supervisor or line manager in the first instance. They can also refer to their trade union appointed Safety Representative or if unhappy with the response within their Service Area, the relevant Health and Safety Adviser in Corporate Services.

Employees should be given the relevant names of their Health and Safety Advisers and trade union appointed health and safety representatives. New employees should be told about the Council’s Whistleblowing Code of Practice.

- xi) **Stress Management** - The Council's Stress Management Strategy should be explained to the new employee and he or she should be advised that if work causes stress, or there are outside stresses which affect their work, they should talk to their manager or Human Resource Advisers. Employees should also be informed about the Employee Counselling Service.
- xii) **Further health and safety training** - Any further health and safety training needs should be identified with the employee and provided as appropriate.

Written information should be provided on the subjects covered on the induction course.

After a suitable period of time, the training should be followed up to assess its effectiveness and to correct any deficiencies or misunderstandings. The induction course can be used as a basis for additional safety training in the future.

### 3.0 Record Keeping

The Service Area should keep a record of the induction training. The name of the employee, the date and subjects covered should be included. These records can then be used and updated for any further courses attended by the employee. Employees should sign that they have received the training. Records must be made available for inspection if requested by the Health and Safety Executive.

## Further Information

Successful health and safety management HSG65 1997 ISBN 0 7176 1276 7

Young people at work: A guide for employers HSG165 1997 ISBN 0 7176 1285 6

Corporate Health and Safety Advisers 02920 8 72365

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