

Induction of new staff / students - Guidelines

Induction of new personnel will normally be carried out by a PI or delegated nominee, senior lab or administrative staff. New personnel should not be starting work until they have received formal safety instruction.

At inductions new personnel should be introduced to their local safety contacts and shown how to access the Institute's H&S website both on the ICAMS site and on SharePoint (staff access only) and their attention drawn to the electronic "read & understood" acknowledgement form.

(NB. - As students do not have access to the site, the staff member undertaking the induction will need to download any required material from the site for them. This includes the H&S Policy – students should be instructed to print the front page "read & understood" acknowledgement, sign and return to the Education Administrator.)

New Personnel should also be directed to Health, Safety and Wellbeing's e-induction website at: <http://www.gla.ac.uk/services/health/>

Go through the appropriate sections of the H&S Induction check list within **one week** of new person starting.

However the following items should be dealt with on the **first day**:

- Emergency exits and routine for fire drills.
- University-wide / hospital emergency telephone number (as appropriate).
- Awareness of trained first-aid staff.
- Awareness of security issues, e.g. using building out of hours, reporting any suspicious incidents.
- Awareness of reporting systems for incidents and dangerous occurrences.
- Health Surveillance request to OHU, depending on the work to be undertaken.

Please note that **every** new person should receive full instruction on Safety. It is their supervisor's responsibility to make sure that this happens.

Any concerns they have about health and safety matters should be raised with local safety coordinators or with the new worker's supervisor in the first instance.