

APPENDIX 1

MANAGER'S INDUCTION CHECKLIST FOR AGENCY WORKERS

This form is to be used by West Dunbartonshire Council managers/supervisors for all agency workers and must be completed prior to the worker commencing duties and be retained by the manager.

Please tick to indicate the following arrangements/information has been notified to the agency worker:

NAME OF AGENCY WORKER.....

NAME OF MANAGER.....

GENERAL FACILITIES	✓
Manager to check PVG membership status, driving licence (if applicable), evidence of workers identity etc	
Catering Arrangements	
Toilets and rest room facilities	
Telephone Facilities (Council/External/Private)	
IT Facilities/Equipment/Plant/Machinery	
Security of Personal Belongings	
No Smoking Policy	
Car Parking Arrangements	

INTRODUCTION TO TASKS/RESPONSIBILITIES	✓
West Dunbartonshire Council's Equal Opportunities Policy and customer care standards	
Responsibilities under the Data Protection Act 1998 (processing of personal data)	
Service related information	
Level of Supervision	
Name of direct supervisor	
Introduction to the Team	
Introduction to other Sections	
Driving Policy (where applicable)	

TRAINING/COMMUNICATION	✓
On the job training	
Other Training Needs	
Notice Boards	
E-mail and Internet/Intranet including IT Security Policy	
Communication Processes e.g. Core Briefs	
Vacancy Details	

WORKING ARRANGEMENTS	✓
Hours of Work and Breaks	
Lunch Time/Break Cover Arrangements	

SAFETY AND FIRST AID	✓
Display Screen Equipment – Code of Practice	
Manual Handling Operations Regulations and/or Moving and Handling of People Policy and Guidelines	
Dealing with Violence	
Health and Safety Representative	
Name:	
Reporting Accidents	
Reporting Assaults	
First Aid Available from:	
Emergency Evacuation Procedure	
Protective Clothing (if applicable)	
Issued on:	

Induction Completed on:

Signed by: **Manager**

Signed by: **Agency Worker**

Date:

The Manager/Supervisor must retain a copy of this form