



ONBOARDING PROJECT

Please find out and complete the answers to the following questions within **ONE WEEK** of starting your Training Programme. The Project covers aspects of Health & Safety, Grievance Procedure and Equality, Diversity & Inclusion.

RETURN YOUR COMPLETED ONBOARDING PROJECT TO YOUR TRAINING CONSULTANT

LEARNER NAME:	
COMPANY NAME:	

What is your official Company Address and Telephone Number?	
Who is the Supervisor responsible for your training in your Company?	
What are your hours of work?	
When is your lunchtime?	
What other "breaks" are you entitled to, if any?	
Are there any restrictions on what you can wear in your Company?	
What protective clothing, if any, has been provided?	
What are the rules about smoking in your Company?	
What do you do in case of fire?	

Where is the assembly point?
Where is the First Aid box kept?
State the name of the person to whom you report all accidents?
Where is your Company Accident Book kept?
Who is responsible for administering First Aid?
List any equipment, machinery etc you are not allowed to use?
Grievance Procedure Who should you talk to if you have a problem or complaint?
What are the rules about making private telephone calls in your Company?
What are the rules about receiving private telephone calls/emails in your Company?
Equality, Diversity & Inclusion In brief, what is your Company's Equality, Diversity & Inclusion Policy

***I confirm that I understand the rules and conditions relating to Health & Safety and other issues within my Company/Placement.
Please sign below to confirm this is a true record***

SIGNED LEARNER:		Date:	
SIGNED EMPLOYER/SUPERVISOR:		Date:	
PRINT NAME/POSITION:			