



# JMS SPECIALIST JOINERY LIMITED

Bespoke specialists in all hardwood and softwood joinery

Unit B, Bourne End, Kineton Road, Southam, Warks, CV47 0NA

Tel: 01926 813813 Fax: 01926 812777

Email: @jmsjoinery.demon.co.uk

## NEW EMPLOYEE INDUCTION

**NOTE:** ALL NEW EMPLOYEES ARE OBLIGED TO CO-OPERATE WITH  
THE COMPANY DURING INDUCTION AND TO COMPLY WITH  
ALL HEALTH AND SAFETY MATTERS.

- ITEM 1. TOE TECTORS ARE TO BE WORN AT ALL TIMES.
2. WALK AROUND WORKS – NOTING FIRE EXITS AND  
FAMILIARISATION OF THE WORKS PRODUCTION AND  
STORAGE AREAS.
3. ADVISED OF THE MANAGEMENT STRUCTURE AND TO  
WHOM THEY REPORT TO.
4. DIRECTED TO THEIR WORK STATION AND MADE FAMILIAR  
WITH WHERE ALL THE EQUIPMENT IS KEPT.
5. SHOWN WHERE THE TOILET AND WASH FACILITIES ARE.
6. INTRODUCED TO FIRST AIDERS AND MADE AWARE OF THE  
NECESSITY TO RECORD ACCIDENTS.  
(NOTE: FIRST AIDER TO FILL-IN THE ACCIDENT BOOK  
COUNTERSIGNED BY THE INJURED PARTY).

I THE UNDERSIGNED CONFIRM I HAVE RECEIVED THE ABOVE  
INDUCTION AND FULLY UNDERSTAND MY RESPONSIBILITIES  
RELATING TO HEALTH AND SAFETY AND SAFE-SYSTEMS OF WORK.

NEW EMPLOYEE SIGNATURE ..... 

NEW EMPLOYEE (PRINT NAME) ..... Tom Scott

~~MANAGER~~/WORKS FOREMAN SIGNATURE..... 

DATED..... 3/12/18.....