



Policy:	New Employee Policy	Reference:	NESES0049
		Review Date:	05/2023

Purpose.

All new employees shall be provided with the relevant Health & Safety Information and induction immediately on commencement with SES Engineering (Newark) Ltd.

Where employees are re-directed within the organisation, they shall receive additional induction and training as appropriate. To reduce the risk of injury or ill health to employees through unfamiliarity with their workplace, work equipment and working procedures.

Scope.

This procedure covers all new and re-directed employees, both permanent and temporary of SES Engineering (Newark) Ltd.

References.

- Health & Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1999.
- Health & Safety Induction Training. (Ref: HSTSES0048)

Responsibilities.

- Management is responsible for ensuring that all new and re-directed employees receive Health & Safety Induction training prior to starting work. (Ref: HSTSES0048)
- A nominated person is responsible for ensuring the induction training given is appropriate to the job function of the new or re-directed employee.
- Management is responsible for ensuring that all new and re-directed employees are familiarised with sites, in particular pedestrian routes, welfare facilities and emergency procedures.
- The nominated person is responsible for providing adequate supervision for new and re-directed employees who require on-the-job training, to attain competency.
- Management will ensure that, where legislation requires specific competencies, new and re-directed employees will have attained those competencies before commencing work.

Procedure.

- All new employees will be given a clear understanding of the company rules and standards that they will need to comply with, and the likely consequences of non-compliance.
- All new and re-directed employees shall receive Health & Safety Induction Training, and any other relevant training required enabling them to carry out their work safely.
- New or re-directed employees undergoing training shall be adequately supervised.
- No new or re-directed employee shall start work unless they are competent to perform their allotted task or are under instruction by a suitable supervisor.
- Management shall consider the individual capabilities of new employees before assigning them to a task involving manual handling.

Documentation.

- Copies of certificates of competency / operators licences.
- Copies of work qualifications.
- Copy of entitlement to work in Uk.
- Copy of current driving licence including details of points and convictions.
- Copy of passport.