

Free, expert advice for small businesses

This information is intended to be a brief introduction to the subject. Legal information is provided for guidance only and should not be regarded as an authoritative statement of the law.

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Induction Programme

Once the employee starts working for you, you have a duty of care towards them. This includes making sure they can do the job both safely and competently. The best way to ensure this is through a structured induction programme.

Induction will help new staff to:

- **establish themselves quickly** in their job and therefore maximise their productivity
- **become motivated to do well** and fit into the business early on
- **understand any health and safety issues** relating to their job - this will not only help to reduce accidents at work but also help you ensure that you are meeting your duty of care obligations under the health and safety legislation
- **understand your business' culture**

Investing time in this process will give new workers a good grounding and help them make fewer mistakes in the long run. The highest level of staff turnover is among newer workers so it is important that the early period spent with your business leaves a good impression on them.