

SOP-01

New Starter Onboarding

Day one to fully authorised · nobody works unsupervised until this is complete

Scope and limitations — read before use

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1. Before they start

Check	Why	Done	Evidence
Right to work confirmed	Legal requirement separate from safety		
Job description and the hazards it involves written down	You cannot assess fitness for a job you have not defined		
Qualifications and certificates SEEN, not just claimed	People overstate. Ask for the certificate, take a copy		
Certificates verified where possible	Card schemes and providers can confirm. A forged certificate is not rare		
Health declaration relevant to the role	Epilepsy, blackouts, eyesight, medication, musculoskeletal issues affecting machine operation		
Under 18? If so, young worker assessment done FIRST	Specific legal duty — see SOP-04		
PPE sized and issued, not just handed over	Wrong-size PPE does not protect		
Named supervisor or buddy allocated	Somebody must own them for the first weeks		

2. Day one induction — before any work

No exceptions, including for experienced people and for somebody 'just helping out for a day'.

Topic	Covered	Notes
Who is who — supervisor, first aiders, fire marshals		
Site layout, welfare, parking, access and egress		

Traffic routes, pedestrian walkways, where NOT to walk		
The specific hazards on this site		
Machines they may and may NOT operate (be explicit)		
PPE required, where and when		
The hazardous substances they will encounter and the controls		
Noise, dust and vibration controls and why they matter		
Asbestos: what to do if they find or suspect it		
Manual handling and the aids available		
Accident, near miss and defect reporting — who to tell		
Fire, first aid and emergency procedure, assembly point		
Their right to stop work if they believe it is unsafe		
Who to ask when they are unsure — and that asking is expected		

That last two lines matter more than they look. A new starter who is frightened to say 'I do not know how to do this' is the person who gets hurt in week two.

Inducted by	Employee signature	Date

3. First 90 days

When	Action	Done
Day 1	Induction complete and signed. Work only under direct supervision.	
Week 1	Specific job training on each machine or task they will use (SOP-02, Form B).	
Weeks 1–4	Familiarisation — supervised operation until fluent (SOP-02, Form C).	
When fluent	Written authorisation issued naming machines and limits (SOP-02, Form D).	
Week 4	Review with supervisor. Any gaps? Any concerns raised?	
Week 12	Second review. Confirm competence, add to the training matrix and refresher calendar.	

Ongoing	They appear on the matrix with refresher dates diarised.	
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4. Onboarding record

Field	Entry
Name	
Start date	
Role	
Supervisor	
Certificates seen and copied (list)	
Health declaration completed	
Under 18? Young worker assessment ref	
Induction date and by whom	
PPE issued	
Machines to be authorised for	
Specific job training completed (dates)	
Familiarisation completed (date)	
Written authorisation issued (date)	
Added to training matrix (date)	
90-day review completed (date)	

Completed by	Employee signature	Date