**Staff Induction**

All staff are required to undertake an Induction Profile as part of their induction process.

This covers a presentation from the various business areas throughout the university.

Each section has to be signed off for a new employee by the relevant section person giving the presentation before a new employee can be considered to have completed their probationary period.

This is a compulsory exercise with confirmation administered by Human Resources.

The table below demonstrates the Environment (and H&S) section that has to be completed…

**8. ENVIRONMENT & FACILITIES** (Responsibility of the Senior Campus Services Officer)

|  |  |  |
| --- | --- | --- |
|   |  | **Completed** |
| 12345 | Introduction to Environmental PolicyIntroduction to Carbon Management PlanYour environmental responsibilities and AUB initiativesIntroduction to Sustainable Transport & Travel PlanUse of Arts University vehicles |  |
|  |  |  |

Signature of Senior Campus Services Officer:…..…………………………..Date  ………………

**9. HEALTH & SAFETY** (Responsibility of the Senior Health & Safety Officer)

|  |  |  |
| --- | --- | --- |
|   |  | **Completed** |
| 123456 | H&S PolicyFire AwarenessAccidentsGeneral safety within studiosIntroduction to Croner on line learningHazardous substances  |  |
|  |  |  |

Signature of Senior H&S Officer: …..………………………………   Date:  ………………