**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** |
| 1  2  3  4  5 | Introduction to Environmental Policy  Introduction to Carbon Management Plan  Your environmental responsibilities and AUB initiatives  Introduction to Sustainable Transport & Travel Plan  Use of Arts University vehicles |  |
|  |  |  |

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

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

|  |  |  |
| --- | --- | --- |
|  |  | **Completed** |
| 1  2  3  4  5  6 | H&S Policy  Fire Awareness  Accidents  General safety within studios  Introduction to Croner on line learning  Hazardous substances |  |
|  |  |  |

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