



ACE WINDOWS NE Employee Induction Checklist

Employee Name

Date Started

Inducted By.....

Welcome and history of the company

Organisational structure

Their role in the Company

Issue job description

Explain terms of contract

Explain First Aid facilities

Explain fire safety procedure

Explain health and safety procedure

Explain risk assessment procedure

Works tour & introduction to other staff

Explain where amenities are

Explanation and introduction to company policies