

Induction Checklist – Cleaning Operative

Week 1

Introduction to workplace

- company and business objectives
- company health and safety policy and procedures
- terms and conditions of employment
- working environment
- roles, responsibilities and reporting
- job role and skill needs
- allocation of supervisor/company contact

Company Safety Procedures

- health and safety personnel
- site safety procedures
- safety signs and their meaning
- reporting arrangements
- lines of responsibility in the work environment
- sources of first aid
- personal action in event of a fire
- evacuation procedures in place of work and assembly points
- hygiene and cleanliness in the workplace
- personal protective equipment (PPS) and its use
- colour coding, storage and materials handling
- safety and working condition of materials and equipment

Induction training

- use of equipment and materials
- safe working practices
- working with others
- the working environment
- customer care
- job role and allocation of work
- demonstration of skills and job tasks
- skills practice

Week 2

Work experience

- allocation to work team
- nomination of supervisor/coach
- allocation to tasks
- performance of tasks under supervision
- performance of full range of tasks in job role

Feedback from employer

- feedback on technical performance from team leader
- feedback on personal skills and behaviour
- agreed additional training and support
- regular review of progress

Week 3

Skills development

- reinforcement of basic cleaning skills
- extension of range of skills
- working on different sites (if relevant)
- skills assessment (if relevant)

Review by training provider

- employer feedback
- trainee feedback
- agreed action for improvement/progress
- periodic review of progress and additional support/training as required

End of Placement Review

- employer, trainee and training provider
- statement of skills achieved
- identification of additional training/support
- individual learning plan
- employment offer (if relevant)
- exit interview
- revised printed CV

The above structure forms the basis of a programme for the work placement, which should be agreed with the employer and adapted as necessary to encompass company procedures, systems and work patterns.

There are worksheets to cover each of these areas (Worksheets 1-5).