



THE UNIVERSITY of EDINBURGH

DIVISION OF CLINICAL NEUROSCIENCES STAFF INDUCTION CHECKLIST

| INTRODUCTION | SUPERVISED BY | DATE COMPLETED |
|---|---------------|----------------|
| Meet appropriate staff | | |
| HR PROCEDURES | | |
| Annual leave explained | | |
| Sickness Absence explained | | |
| Contract checked | | |
| University staff card (and/or appropriate identification) | | |
| Working Hours | | |
| Payroll procedures | | |
| Personal details on DCN website | | |
| Training record | | |
| Other (<i>please state</i>): | | |
| | | |
| | | |
| HEALTH AND SAFETY | | |
| Fire Officer, fire exits and emergency evacuation | | |
| Fire alarm test | | |
| Assembly point | | |
| Location of fire exits, fire extinguishers and fire blanket | | |
| Location of First aid boxes | | |
| First aid officer and minor injuries clinic | | |
| Other (<i>please state</i>): | | |
| | | |
| | | |
| DCN WEBSITE | | |
| Staff must sign off and return to administrator | | |
| <ul style="list-style-type: none"> • HEALTH AND SAFETY POLICY • CONFIDENTIALITY AGREEMENT | | |
| General Staff information | | |
| Health and Safety pages | | |
| Regulatory Policies | | |
| Other (<i>please state</i>): | | |
| | | |