

Manager's guide for new Agency Worker Induction Checklist

This checklist is intended to help line managers who have responsibility for the arrival of new Agency Worker. The list is not exhaustive and may therefore be modified to suit the needs of any new Agency Worker.

Name of New Agency Worker:

Department:

Before Agency Worker's first day - These items must be completed before the Agency Worker starts (please tick):

- ☐ Ensure the Agency Worker's workstation is available and set up ready to use (e.g. stationary made available) before they arrive.
- ☐ Submit an "Agency worker" form online to advise Reprographics to arrange for the Agency Worker to be issued with a Council ID Pass, ICT to arrange for a log in, email and telephone number, and provide advance notice to Human Resources.
- ☐ If the Agency is not via the Agency Matrix process, manager to complete "Agency Worker" record form (available on Kaonet) and return to Human Resources before first day (No form required for the Matrix process). *Advise Agency about car parking arrangements and fees (if applicable to role).*

On Agency Worker's first day - These items must be completed on the Agency Worker's first day of service (please tick):

- ☐ Introduce Agency Worker to their colleagues and supervisors within the team (follow up with any staff that are absent).
- ☐ Give the Agency Worker a tour of the facilities. This should include toilet locations, kitchens, photocopier rooms, areas where smoking is appropriate (if applicable) etc.
- ☐ Explain Health & Safety procedures, showing the Agency Worker the fire exits and assembly points. Inform Agency Worker that the fire alarm bell is tested every Monday morning and that evacuation procedures are followed when the fire alarm rings continuously. *Ensure commitment to safety, please discuss with the Agency Worker (if required) a Personal Emergency Evacuation Plan (PEEP) to be tailored to the Agency Worker's specific needs in the event of a fire drill/fire evacuation (please contact H&S, at safety.officer@harlow.gov.uk, if support is required, to discuss and develop the plan with the Agency Worker. PEEP to be kept under review.*
 - *Does the role require Health Surveillance checks ie: noise, Hep B, asbestos, HAV (hand arm vibration). If yes, please refer to Accessing Occupational Health Services: A Guide for Managers at Harlow Council on Kaonet.*
- ☐ Contractually, PPE (personal protective equipment), should be supplied by the agency as their employer. However, HDC will issue the agency Worker with any uniform or protective clothing/equipment as required for their job (if applicable). Explain the appropriate attire for work as required.
- ☐ Discuss the Agency Worker's working hours including their start and finish times and to complete the appropriate time sheet with their Agency to be authorised by the line Manager. Explain to the Agency Worker the requirement for them to record smoking breaks at part of their Agency Time sheet.
- ☐ Advise Agency Worker that they are required to phone their Agency and line manager if they are sick as soon as possible but in any event within one hour of their normal or rostered start time. Explain that they are expected to contact their Agency on a daily basis to keep them up to date of their absence.
- ☐ Advise the Agency Worker about the Council's telephone answering procedure. Explain that they are required to give their name and service whether it is an internal/external call.
- ☐ Explain the relevance of Equal Opportunities in relation to the Agency Worker's work. The Equal Opportunities Statement of Intent and the Corporate Equality Policy is available on Kaonet. Ensure the Agency Worker reads relevant Policies.
- ☐ Ensure that new Agency Worker completes a display screen assessment checklist for their workstation (*and for working from home if applicable*) liaise with H&S where appropriate and reads the appropriate guidance on Kaonet. (Manager to rectify any problems that arise from the checklist i.e. purchase *any equipment*)

Agency Worker's First Week (please tick):

- ☐ Inform Agency Worker to book annual leave with their Agency and advise their line Manager of annual leave.
- ☐ Advise Agency Worker of the reporting procedures for accidents/aggressive incidents.
- ☐ Explain details of mileage allowances (if applicable to role) to be claimed via their Agency and authorised by the line Manager (mileage is in line with HMRC rates).
- ☐ Refer Agency Worker to Kaonet and advise them of how to navigate through the pages and find further information on the Council's various policies and procedures.
- ☐ Ensure they are aware of any risk-assessments and control measures applying to their work or their environment. This should include any references for Lone Working and use of the SSR, (Staff Safety Register).
- ☐ Check whether any previously unknown new risk assessments may apply e.g. if pregnant.

Line Manager Name:

Line Manager Signature:

Date:

**Once complete, please return to Human Resources, 3rd Floor, Civic Centre.
You should retain a copy for your records.**