

Starting Work : At the end of day one

Things you should know by the end of your first day at work - checklist. Tick the boxes when you have checked these out.

About you and your place of work

- What the company/business/place of work actually does and where you fit into it
 - What your job entails and what your duties are
 - What you will be doing for the first week or two
 - The company's codes of dress and conduct
 - What you can and can't do
 - Whether there is a no-smoking policy in operation
 - Whether there is an anti-bullying policy in operation
 - Whether there is a staff handbook
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About people who can help you

- The name of your supervisor or person who will be looking after you - sometimes called a mentor
 - The name and location of your nearest first aid person
 - The name and location of the fire officer
 - Who to go to when you need help
 - Who to go to if you have an accident or spot something that you think is dangerous
 - What to do when and if you are ill
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About the basics

- Your starting and finishing times (is there a flexi-time system?)
 - Times of breaks and lunch break
 - Where to have your drinks breaks and lunch
 - Where the toilets are and whether you can go whenever you need to
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About your health and safety

Whether you will be given an induction course

Whether there are any obvious risks to your health and safety

Where the First Aid room or place is

Your fire assembly point and how to get there

Your nearest fire exit

What the fire drill is and what the fire alarm sounds like