Induction checklist template

Use this document to ensure new members of staff are introduced to sustainability in the workplace. It’s designed so you can add your own items or edit the ones provide by us. The second column is for comments or notes to help managers, and those inducting new staff, find relevant information. Items in italics need editing prior to use. For each item highlight yes or no to ensure the induction has covered everything.

|  |  |  |  |
| --- | --- | --- | --- |
| New starter’s name: | | | |
| Person conducting induction: | | | |
| Date of induction: | | | |
| Any further action identified: | | | |
| 1. Sustainability policy/plan | | | |
| Explain the organisation’s sustainability policy or plan and provide a copy. | *Provide location here* | Yes | No |
| Explain the department’s sustainability policy and provide a copy. | *Provide location here* | Yes | No |
| Discuss sustainability aspirations of the department. | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| 1. Recycling practices | | | |
| Explain the waste disposal and recycling routes for the types of waste generated. | *Add comments here* | Yes | No |
| Ensure that waste disposal routes for hazardous substances e.g. in labs are clear. | *Add comments here* | Yes | No |
| Outline any reuse schemes available locally. | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| 1. Energy and water saving | | | |
| Outline daily shutdown procedures. | *Add comments here* | Yes | No |
| Outline further shutdown procedures before vacations. | *Add comments here* | Yes | No |
| Outline how to report energy or water wastage. | *Add comments here* | Yes | No |
| Outline any data storage procedures aimed at reducing server energy use (such as reducing attachments, deleting old files, deleting emails) | *Add comments here* | Yes | No |
| Direct staff for information on how to save energy while working from home | *Share link here, e.g.* [*this page from the Energy Saving Trust*](https://energysavingtrust.org.uk/hub/quick-tips-to-save-energy/) | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| 1. Sustainable transport | | | |
| Advise to check travel section of organisation’s website | *Provide location here* | Yes | No |
| Outline local sustainable transport scheme | *Add comments here* | Yes | No |
| Outline guidance for instructing visitors how to arrive by sustainable transport | *Add comments here* | Yes | No |
| Show where the nearest bike storage and changing facilities are | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| 1. Procurement | | | |
| Outline departmental procurement procedures | *Add comments here* | Yes | No |
| Introduce any guidelines used to ensure sustainable procurement and contracting practices | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| 1. Departmental specific sustainability work | | | |
| Introduce Green Impact | *Provide toolkit link here* | Yes | No |
| Invite new starter to join team or provide feedback | *Provide toolkit registration link here* | Yes | No |
| Discuss your five top sustainability impacts | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |
| *Add further items or delete rows* | *Add comments here* | Yes | No |