

Check this template against your local regulations and your own policies before you use it.

Employee _____ Role _____ Start date _____

Buddy or manager _____

Induction From the job offer to the end of the first month

TASK	DUE	DATE	INITIALS
Before the first shift			
☐ Complete right-to-work, background or police checks, as your clients require	Before the first shift		
☐ Complete the contract, pay details and emergency contact	Before the first shift		
☐ Issue uniform, ID badge and protective equipment	Before the first shift		
Day 1			
☐ Explain chemical safety, labels and where to find safety data sheets	Day 1		
☐ Show how to use and care for each piece of equipment, such as vacuums and floor machines	Day 1		
☐ Explain the colour code for cloths and mops	Day 1		
☐ Explain how to report an incident, an injury, damage or a hazard	Day 1		
Each new site			
☐ Walk through the site's cleaning spec and checklist	First shift at the site		
☐ Explain keys, access cards, the alarm and lock-up	First shift at the site		
☐ Explain the client's rules, such as confidential areas and where not to go	First shift at the site		
Supervised shifts			
☐ Work the first shifts alongside an experienced cleaner or supervisor	First week		
☐ Have a supervisor audit their first solo clean and give feedback	First solo shift		
First month review			
☐ Review audit results and any client feedback with them	End of month 1		
☐ Agree any further training, such as floor machines or specialist cleans	End of month 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____