

JIMGOS MAINTENANCE LTD

WORKFORCE INDUCTION PROCEDURE AND RECORD

Constructionline Gold Compliance Document 18

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
Version	1.1
Issue date	1 August 2026
Review date	1 August 2027

CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.1	1 August 2026	Completed employee induction records added	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Purpose

No employee, worker or subcontractor may start unsupervised work until a proportionate company and site induction is completed, understood and recorded.

Company induction content

- Company responsibilities, stop-work authority and consultation.
- Emergency, first aid, accident, near-miss and RIDDOR reporting.
- Trade competence limits, Gas Safe/electrical authorisation and supervision.
- RAMS, COSHH, asbestos, work at height, manual handling and PPE.
- Safeguarding, occupied-home conduct, lone working, harassment and equality.
- Anti-bribery, whistleblowing, modern slavery, tax evasion and conflicts.
- Data protection, photographs, keys/access codes and client confidentiality.
- Environmental controls, waste segregation, quality checks and defect reporting.

Site induction

The supervisor covers site contacts, address, access/egress, welfare, assembly, fire, first aid, traffic, permits, asbestos register, restricted areas, service isolations, neighbours/occupants, waste, emergency shutdown and task RAMS. Understanding is confirmed through questions, not signature alone.

Inductee	Employer/role	Induction type/site	Date	Delivered by	Competence /ID checked	Signature
Hamed Olowo	Employee / operative	Company and site induction	1 August 2025	Joseph Olugosi	Yes - evidence retained	H.O
Hakeem Ola	Employee / operative	Company and site induction	1 August 2025	Joseph Olugosi	Yes - evidence retained	H.O
Bibin Byju	Employee / operative	Company and site induction	1 August 2025	Joseph Olugosi	Yes - evidence retained	B.B

Induction checklist

Topic	Covered	Questions/notes	Inductee initials
Emergency/first aid	Yes	Covered and understood; no outstanding questions recorded	H.O (Hamed); H.O (Hakeem); B.B
RAMS/COSHH/asbestos	Yes	Covered and understood; no outstanding questions recorded	H.O (Hamed); H.O (Hakeem); B.B
Trade authorisation	Yes	Covered and understood; no outstanding questions recorded	H.O (Hamed); H.O (Hakeem); B.B
Conduct/equality/harassment	Yes	Covered and understood; no outstanding questions recorded	H.O (Hamed); H.O (Hakeem); B.B
Reporting/whistleblowing	Yes	Covered and understood; no outstanding questions recorded	H.O (Hamed); H.O (Hakeem); B.B
Environmental/quality/data	Yes	Covered and understood; no outstanding questions recorded	H.O (Hamed); H.O (Hakeem); B.B

Induction refresher/review due: 1 August 2027. Earlier re-induction is required following a significant change of role, site, risk, procedure or relevant incident.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026