

Basics:

- Love your work
- Know your people, know your business
- Regard legal compliance as a baseline rather than an aspiration

What you need:

- Camera (or mobile phone)
- PC
- £385

What Helps:

- Continuity of people and long term relationships
- Create an environment that will encourage positive attitudes:
 - Trust, mutual respect, shared values
 - Decent kit – people take pride in how they look and also value decent quality clothing and equipment
 - Decent welfare – should be facilities where people want to be
 - Decent sites – should be places where people want to work
- All this promotes continuity and commitment from everyone

Make a Start:

- Tell your own story
- Who you are
- What you do
- What you expect
- Promote your culture
- Listen to staff, operatives, contractors and anyone else who wants to comment
- Take lots of pictures of your people and sites (lots looked for pictures of themselves or people they know, also what sites featured)
- Edit your pictures to reduce the file size
- Use PowerPoint – simple to include video if desired
- Use this pack as a start

Benefits:

- Easy to deliver
- Easy to update
- Personal - more interesting for the viewer
- Gives you a better understanding of your works and sites
- Useful tool to check where you are
- Provides clear and consistent information
- Sets out your stall – shows your positive standards and expectations – no negatives – no need
- Marketing tool – shows the whys and wherefores of what you do – good introduction for clients, local and regulatory authorities



Sharing the Message Induction on a Shoe String



Video – because PowerPoint won't play on a TV

- Each site has a specific introduction and then the content is from across the business
- Heavy on images, light on words
- No voice-over to allow the site managers to actually do the talking as required – otherwise the message is in the pictures

Safety Health and Welfare Guide – PDF format booklet from original slides

Induction Card – decent quality plastic card individually numbered, valid for one year. Make it look good to show that it is of value.

Induction Test Paper – designed to be light and to serve as a gentle reminder of the induction contents. However, serious in that it is a record of assessment and also for the inductee to know that it's not merely a formality to sit an induction.

Induction Register: individual record, kept on site.

Records kept on a master spreadsheet – better management of people across all sites.

Smart TV with DVD

- Training aid, also internet so can access company intranet and also tool box talks and other training and information – HSE and Youtube very useful – all free.
- Showing large pictures and images is a great way of discussing ideas or showing new ways of working, or examining any issues.
- Contractors can use it for training and briefing

Costs:

£385 500 x A5 Booklets

£20 PowerPoint to video conversion software

£200 42" Smart TV/DVD

£145 500 x Safety Induction cards

Further Steps:

Add specific trade inductions – including RAMS

Do it yourself – everything supplied

Workshop

Memory Stick containing:

Images, PowerPoint, Video, Safety Health Welfare Booklet, Test Paper, Induction Register, Induction Card Memo, Notes

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