

# WORKER ONBOARDING AND COMPETENCE

19 checks in plain English, each with the regulation or the statute behind it. Work through it once per person, before they are authorised to work.

[unibuild.co.uk/checklists/worker-onboarding/](https://unibuild.co.uk/checklists/worker-onboarding/) · Published 29 August 2026 · Last reviewed 29 August 2026

PROJECT / SITE

PREPARED BY

DATE

Tick only what you can evidence today. Where you cannot, put the owner and the date on the note line and it becomes an action rather than a gap.

Reg

statutory duty, regulation named on the row

Good practice

asked for, but not statute

## SECTION 1 OF 3

### Before engagement

6 of 19

What happens before they are on the books

- |                                                                                                                                          |                          |                                              |                |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------|----------------|
| 01                                                                                                                                       | <input type="checkbox"/> | <b>Right to work verified and recorded</b>   | IANA 2006 s.15 |
| Prescribed check on original documents or via the Home Office online service, before employment starts, with a dated copy retained.      |                          |                                              |                |
| Evidence, owner, date .....                                                                                                              |                          |                                              |                |
| 02                                                                                                                                       | <input type="checkbox"/> | <b>Identity confirmed against the person</b> | IANA 2006 s.15 |
| The document belongs to the person in front of you. Photograph and date of birth checked, not just the document scanned.                 |                          |                                              |                |
| Evidence, owner, date .....                                                                                                              |                          |                                              |                |
| 03                                                                                                                                       | <input type="checkbox"/> | <b>Employment status established</b>         | FA 2004 CIS    |
| Employee, worker, agency or bona fide subcontractor determined, with CIS verification where applicable and the correct deduction status. |                          |                                              |                |
| Evidence, owner, date .....                                                                                                              |                          |                                              |                |
| 04                                                                                                                                       | <input type="checkbox"/> | <b>Contract and terms issued</b>             | ERA 1996 s.1   |
| Written statement of particulars given on or before the first day, including hours, pay and place of work.                               |                          |                                              |                |
| Evidence, owner, date .....                                                                                                              |                          |                                              |                |
| 05                                                                                                                                       | <input type="checkbox"/> | <b>Emergency contact and medical</b>         | Good practice  |
| Next of kin recorded, and any medical condition, medication or need that affects safe working or rescue disclosed and considered.        |                          |                                              |                |
| Evidence, owner, date .....                                                                                                              |                          |                                              |                |
| 06                                                                                                                                       | <input type="checkbox"/> | <b>References or trade history</b>           | Good practice  |
| Previous sites or employers checked for the trade being engaged, proportionate to the risk of the work.                                  |                          |                                              |                |
| Evidence, owner, date .....                                                                                                              |                          |                                              |                |

SECTION 2 OF 3

## Competence and health

7 of 19

Can they safely do this specific job

- 07

☐

**Skills, knowledge and experience**

Reg 8

Assessed against the actual tasks, not the job title. Recorded, with evidence, rather than asserted on a form.

Evidence, owner, date .....
- 08

☐

**CSCS or equivalent card**

Good practice

Correct card for the occupation, in date, verified against the register rather than accepted from a photograph.

Evidence, owner, date .....
- 09

☐

**Trade qualifications evidenced**

Reg 8

NVQ, City & Guilds, apprenticeship or equivalent for the trade, with the certificate seen and copied.

Evidence, owner, date .....
- 10

☐

**Plant and equipment tickets**

POWER Reg 9

CPCS, NPORS or equivalent for every category of machine the person will operate, in date and correct category.

Evidence, owner, date .....
- 11

☐

**High-risk authorisations**

Reg 8

Specific tickets for the high-risk work they will do: confined space, IPAF, PASMA, asbestos awareness, first aid, fire marshal.

Evidence, owner, date .....
- 12

☐

**Health surveillance baseline**

COSHH Reg 11

Baseline for noise, vibration, respiratory or skin exposure where the role requires it, with the recall interval set.

Evidence, owner, date .....
- 13

☐

**Face fit test where RPE is worn**

COSHH Reg 7

Test for the specific make and model of tight-fitting mask, recorded, and the person clean shaven at the sealing surface.

Evidence, owner, date .....

SECTION 3 OF 3

## Day one on site

6 of 19

What turns a hired person into an authorised one

- 14

☐

**Site-specific induction delivered**

Reg 13(4)(a)

Not a corporate video. This site: layout, hazards, rules, traffic, welfare, permits and who to go to. Recorded with name and date.

Evidence, owner, date .....

- |                                                                                                                                          |                          |                                             |               |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------|---------------|
| 15                                                                                                                                       | <input type="checkbox"/> | <b>Emergency procedures understood</b>      | Reg 30        |
| Alarm, escape routes, muster point, first aiders, and what to do if they find somebody hurt. Confirmed back, not just delivered.         |                          |                                             |               |
| Evidence, owner, date .....                                                                                                              |                          |                                             |               |
| 16                                                                                                                                       | <input type="checkbox"/> | <b>RAMS briefed and signed</b>              | MHSWR Reg 3   |
| Method statements for the activities this person will do, at the current revision, briefed and accepted with a signature and a date.     |                          |                                             |               |
| Evidence, owner, date .....                                                                                                              |                          |                                             |               |
| 17                                                                                                                                       | <input type="checkbox"/> | <b>PPE issued and fitted</b>                | PPER Reg 4    |
| Correct PPE for the tasks, issued and recorded, fitted rather than handed over, and replacement arranged at no cost to the worker.       |                          |                                             |               |
| Evidence, owner, date .....                                                                                                              |                          |                                             |               |
| 18                                                                                                                                       | <input type="checkbox"/> | <b>Site rules acknowledged</b>              | Good practice |
| Drugs and alcohol, mobile phones, hot works, permits, no-go areas and the stop-work authority, acknowledged in writing.                  |                          |                                             |               |
| Evidence, owner, date .....                                                                                                              |                          |                                             |               |
| 19                                                                                                                                       | <input type="checkbox"/> | <b>Added to the register and authorised</b> | Reg 13(1)     |
| On the site register, on the fire roll call, and recorded as authorised for the specific activities rather than for the site in general. |                          |                                             |               |
| Evidence, owner, date .....                                                                                                              |                          |                                             |               |

## SIGN-OFF

|            |           |       |
|------------|-----------|-------|
| CHECKED BY | SIGNATURE | DATE  |
| <hr/>      | <hr/>     | <hr/> |

## NOTES AND ACTIONS