

## Health and Safety Induction Checklist

All new starters must legally be provided with health and safety training, under The Management of Health and Safety at Work Regulations 1999. Here's a checklist to print off and work through with each new staff member.

Name .....

Job title.....

Department .....

Start date.....

	Done? (Y/NA)	Date
<b>General Health and Safety</b>		
Has the new employee been given a copy of your Health and Safety Policy?		
Has a tour of the building been given?		
Have the lifting and handling procedures been explained?		
Has the smoking policy been clarified?		
Has the process for reporting dangerous or hazardous conditions been explained?		
Have prohibited areas been identified?		
Has the policy for lone working or working out of hours been explained?		
Has the safe use and handling of electrical equipment (inc. heaters and other portable appliances) been provided?		

*A new direction*

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First Aid		
Have the emergency first aid procedures been explained?		
Has the location of first aid supplies been identified?		
Has the accident/incident report procedure been described?		
Have details of the first aiders been provided?		
Emergency and Fire Safety		
Has the fire warning system been explained?		
Have the means of escape, emergency escape routes and the location of emergency escape tools been identified?		
Has the assembly point following emergency evacuations been identified?		
Has action to be taken during a fire been explained?		
Have fire wardens/marshals and their roles been identified?		
Has the location of firefighting equipment been shown?		
Has training on the use of firefighting equipment been provided?		
Has the process for raising the alarm been explained?		
Has the fire drill been explained?		
Has the importance of keeping fire doors shut been emphasised?		
Has the need to keep all exit routes and doorways free from obstruction been stressed?		
Has the location of emergency telephones been identified?		
If the new starter has a disability, has a PEEP plan been developed?		

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Display Screen Equipment (DSE) Regulations		
Have DSE regulations been explained to the new employee?		
Has the employee been given a VDU workstation checklist?		
Only if applicable		
Have you identified substances or tools that must not be used?		
Has information been provided about the safe storage and handling of dangerous substances and machinery?		
Additional training required, identified in your risk assessment <i>(left blank for you to fill)</i>		

I certify that the above health and safety induction subjects have been explained.

Trainer *(Print Name)* .....

Trainee *(Print Name)* .....

Job title .....

Job title .....

Signed .....

Signed .....

Date .....

Date .....

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