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| INDUCTION TOPICS |
| Purpose | To familiarise employees with the health and safety rules and procedures before they start work.  |
|  |  | YES | NO | N/A |
|  | The qualifications and experience of workers to be inducted have been checked (where required) |  |  |  |
|  | Employees have been briefed on equipment in the workplace |  |  |  |
|  | PPE is available and worn as required:* Safety glasses
* Safety footwear
* High-visibility clothing
* Ear protection
* Other……………………………………..
 |  |  |  |
|  |  |  |  |  |
|  | Emergency procedures and location of: * Assembly point and evacuation route
* Closest medical facility
* Contact details of emergency services
* Provisions for emergency communications
 |  |  |  |
|  | * The location of the first-aid facilities/kits
* Names of the first aiders and where to obtain treatment
 |  |  |  |
|  | Location of firefighting equipment, e.g. fire extinguishers and hose reels  |  |  |  |
|  | Names and contact details of the Health and Safety representative(s)  |  |  |  |
|  | Location of welfare facilities (including toilets and drinking water) |  |  |  |
|  | Accident reporting procedures  |  |  |  |
|  | Question and answer session  |  |  |  |
| NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE |
| PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LINE MANAGER/GM/MD/CEO