

Health and Safety Induction Checklist



This checklist can be used to ensure all relevant topics have been covered within the local environment. It is generic in nature and some areas may need to be supplemented depending on the outcomes of local risk assessments. The form can also be used as a local record of training.

Name of New/Transferred Employee:

Start Date:

The person providing the indication should initial each section provided/add notes as necessary

Induction Topic	YES or N/A	Initials/ Comments of Provider
Fire procedure including: raising the alarm, assembly point, who calls the fire brigade, not using extinguishers unless trained		
Show fire action notice, location of extinguishers and fire exits		
First aid: equipment location, name of first aider, importance of telling first aider if first aid required, vehicle first aid kits – importance of refilling as required		
Smoking rules: Only smoking outside, using proper receptacle for smoking materials, not smoking in company vehicles, importance of following client's site smoking rules when away from office		
Show health and safety law poster and discuss the existence of Employers Liability Insurance		
Accident reporting – who to report to, location of accident book, importance of also reporting near misses		
Hazard reporting eg equipment damage, flooring – who to report to		
Check electrical equipment for damage before plugging in. Report and take out of use any equipment which is not safe. Not working on or repairing electrical installations/equipment unless competent and authorised		
Use of computers – Highlight that a DSE assessment needs to be undertaken (where the employee would be classed as a 'user') and reviewed regularly. (Manager - check that a workstation assessment has been arranged). Check that they know the main hazards and how to work safely at the computer eg adjusting chair height and that an eyesight test will be provided on request.		

Induction Topic	YES or N/A	Initials/ Comments of Provider
Safe lifting techniques and the importance of lifting within personal safe limits, using the available trolleys and asking for assistance. Show where trolleys are stored. (Arrange manual handling training for those involved in significant lifting activities)		
Show the toilet and kitchen facilities available and importance of keeping them clean		
Show the Health and Safety Manual/Web pages including policy and risk assessments, importance of understanding contents and providing feedback to managers if these require improvement		
If individual is to be involved in driving activities undertake the necessary Occupational Road Risk Assessment and undertake necessary driver licence checks, driving evaluation and provision of training eg online		
Importance of not working or driving under the influence of alcohol or drugs		
Rules for safe use of company vehicles		
Importance of informing manager of any ill health or prescribed medication that could affect ability to work safely		
PPE. Explain what types of PPE are likely to be required and why, how to use each type and how to get replacements when PPE is damaged or out of date. Arrange of necessary face fit testing when respirators are expected to be used. Make it clear when PPE should be worn.		
List here any PPE which has been issued personally to this person		

Local/Job Specific Items Discussed
E.g. Asbestos

Declaration

I confirm that I have received the induction described above and that I will do all that I can to help maintain a healthy and safe place of work. I am aware of the Council's health and safety policy and the risk assessments relevant to my work activities.

New/Transferred Employee

(Print Name): _____

(Signature): _____

Supervisor/Manager

(Print Name): _____

(Signature): _____