

Health & Safety Induction Checklist



This form is intended to assist NIG customers in maintaining a basic record of the induction training provided to their employees in relation to health, safety, safe working practices and associated issues. It is probable that the form will require some alteration to be relevant to your specific trade, activities &/or legislation attaching to same.

Note: the completion of this form is not intended to imply compliance with current Employment, Health & Safety, Local Authority, Fire, Equalities, Data Protection, or other legislation It is your duty to ensure that you comply with all aspects of current legislation. Should you have any uncertainties in this regard, we would recommend that you consult the appropriate legislation or seek expert advice before using the form.

1 General Details

Name of Employee	<input type="text"/>
Location/Department	<input type="text"/>
Date of Employment	<input type="text"/>
Job Description/Tasks	<input type="text"/>

Please tick or initial the relevant box to confirm that the employee has been shown or provided with information and training in relation to the following:

2 Fire Safety

Emergency procedures:	<input type="checkbox"/>	Location of fire assembly point;	<input type="checkbox"/>
Raising the alarm:	<input type="checkbox"/>	Fire wardens:	<input type="checkbox"/>
Location of alarm points:	<input type="checkbox"/>	Smoking policy:	<input type="checkbox"/>
Location/use of extinguishers:	<input type="checkbox"/>	Prevention/waste management:	<input type="checkbox"/>
Location of emergency exits:	<input type="checkbox"/>	Hot work restrictions:	<input type="checkbox"/>

3 First Aid Arrangements

Company procedures:	<input type="checkbox"/>	Ill health procedures/reporting:	<input type="checkbox"/>
First aiders (introduction):	<input type="checkbox"/>	Accident Book/reporting:	<input type="checkbox"/>
First aid boxes:	<input type="checkbox"/>	Near miss reporting:	<input type="checkbox"/>

4 Workplace and Welfare

Forklift & vehicle movement:		Cleanup/spill procedure:	
Machinery hazards:		Meaning of safety signs & notices:	
Only those authorised /trained to use machinery, etc:		Housekeeping –walkways, prevention of slips, trips & falls:	
Correct use of tools/equipment:		Hygiene, skin care, etc	
Electrical safety:		Drug and Alcohol policy:	
Defect reports/machine isolation:		Workplace food & drink policy:	
Chemical/other hazards:		Welfare facilities/work breaks:	
COSHH/Health surveillance:		Orientation tour:	

5 Manual Handling & Height Work

Avoiding handling:		Identifying height work:	
Use of aids/assistance with lift:		Correct use of steps/equipment;	
Correct lifting techniques:		Inspection & defect reporting:	

6 Special Hazards

Noise:		Upper limb disorders:	
Vibration:		Display screen equipment:	
Asbestos-register/awareness:		Pollution/environmental:	

7 Personal Protective Equipment

Why needed/legal duty to wear:		Correct use and fit:	
Where wearing is mandatory:		Reporting defects/replacement:	
Care & limitations:		Evidenced Issue of equipment:	

8 Security & Driving

Employee security:		Vehicle safety checks:	
Security of premises:		Driving licence/penalty points:	
Visitors/public safety:		Mobile phone & Sat nav policy:	
Reporting concerns:		Eyesight, medicines & ill health:	
Cash handling/hold up risks :		RTA procedures/reporting:	

9 Health and Safety Arrangements

Participation and communication , e.g. raising safety concerns:	
Location of health and safety notice board:	
Company Health & Safety policy:	
Company health and safety rules issued, gross misconduct explained, etc:	
Risk assessments relevant to role issued/read:	
Safe systems/methods of work relevant to role issued & read:	

10 Comments/Special Notes

11 Declarations

I confirm by the under noted signature that the subjects detailed above have been satisfactorily explained and are understood. I understand how to seek further guidance and information in the event of any issues which may subsequently arise.

Employees signature

Date

I confirm by the under noted signature that I have provided the company health and safety induction to the above named employee.

Signature

Printed name

Date

Signature

Printed name

Date

