

EXAMPLE INDUCTION CHECKLIST

TOPIC Health and Safety	ACTION	COMMENTS	COMPLETED
1. The employer's legal responsibilities	The employer has to provide staff with a safe place of work.		
2. The employee's responsibilities	To take care of the health and safety of themselves and other people who may be affected by their actions. To co-operate with the employer to minimise the risk of an accident.		
3. Risk assessments (i.e. potential hazards)	Explain the risk assessments (including COSHH) which have been done on the activities carried out and the equipment used on the yard/stud.		
4. Control measures and H & S policy	Explain measures that have been put in place following the risk assessments.		
5a. Safe working procedures	Explain yard/stud practices.		
b. Safe use of equipment	Explain yard/stud practices.		
c. Fire drill, evacuation procedures, location and use of fire fighting equipment	Explain yard/stud practices.		
d. Notices	Read policy on notice board.		
e. Personal behaviour	Explain yard/stud rules on smoking, drink, drugs.		
f. Reporting of faulty equipment	Explain yard/stud practices.		
g. Disciplinary matters	Explain yard/stud practices.		

6. Accidents	E M P L O Y E R S S I G N A T U R E	Where to record an accident or injury, who to inform, what forms to fill in e.g. yard/stud accident book.		
7. First Aid		Location of first aid equipment, identity of qualified First Aiders.		
8. Supervisor		Identity of their supervisor while at work.		
9. Manual handling		Explain the importance of and demonstrate safe lifting techniques.		
10. Personal protective clothing		Skull cap & safety vest provided or check, footwear etc. Where own equipment is provided, check and record in serviceable condition.		
11. Restricted areas and/or operations and/or machinery		Identify any areas they are not allowed to enter, tasks they must not do or machinery they must not operate.		
11. Welfare arrangements		Location of facilities etc.		
12. Other				

EMPLOYER'S SIGNATURE:

DATE:

EMPLOYEE'S SIGNATURE:

DATE: