

BOSCH N O R M	Checklist for safety training for new employees <small>(including agency staff, students)</small>	Site: Imb Page 1 of 1
From IOC/HRL to / back to IOC/HRL <small>(department)</small>		
Date of entry		
Last name: First name: Department:		
Training carried out from at <small>(superior/sponsor) (first working day)</small>		
Note for superior/sponsor: For insurance reasons, and the general duty of care of the entrepreneur or his deputy has the instruction take place at the first working day.		

1. General instruction	Yes	No	NR*
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<input type="checkbox"/> Was the document handed out to staff training on health, safety and environmental protection? <small>(see https://wiki.bosch-si.com/display/INSTLS/Work+Safety)</small>			
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<input type="checkbox"/> Were the locations introduced of - first aid kits, escape way, fire extinguisher, fire alarm and the appropriate way to get there?			
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<input type="checkbox"/> Was the employee made known the signal for building evacuation, the shortest way to the outside and the assembly point?			
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<input type="checkbox"/> The employee was noted to immediately report industrial accidents, commuting accidents and sport accidents to IOC/HRL and the supervisor. This is a prerequisite for recognition of accidents and the fulfillment of the legal accident report.			
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<input type="checkbox"/> Emergency number was made known (see sticker on emergency phones in floor)			
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<input type="checkbox"/> Was the flyer "Summary to information security and privacy" given to read by the employee at the first working day and understood?			
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2. Confirmation	Yes	No	NR*
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<input type="checkbox"/> I was taught in accordance with this checklist.			
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<input type="checkbox"/> The points marked with "Yes" were treated and clarified.			
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<input type="checkbox"/> I have been advised that the me explained safety regulations must be observed.			
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*NR = not relevant

..... <small>(department)</small> <small>(date)</small> <small>(signature employee)</small>
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