

# HEALTH AND SAFETY INDUCTION CHECKLIST

Site No: ..... Site: .....

For every new employee, go through each item on the list. If a subject area hasn't been dealt with, tick the "No" box and return to it at a later date.

## Health and safety induction training checklist

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### 1. Fire and emergencies

- Have we given the new employee a tour of our workplace? ..... ☐ ☐
- Has our fire warning system been explained? ..... ☐ ☐
- Has the means of escape been demonstrated from the areas in which the new employee will work? ... ☐ ☐
- Have the assembly points been shown in the event of a fire or bomb evacuation? ..... ☐ ☐
- Has the action to be taken on discovery of a fire been made clear? ..... ☐ ☐
- If appropriate, have we explained our emergency procedures? ..... ☐ ☐
- Has the location of the nearest fire fighting equipment been shown? ..... ☐ ☐
- Has our fire drill been explained? ..... ☐ ☐
- Has the necessity for keeping fire doors shut been stressed? ..... ☐ ☐
- Have we made clear that gangways, exits etc. must always be kept clear of obstructions? ..... ☐ ☐

### 2. General

- Where relevant, have any areas which are out of bounds been explained? ..... ☐ ☐
- Have our rules on smoking been explained? ..... ☐ ☐
- Has the necessity for wearing any protective clothing been made clear (if relevant)? ..... ☐ ☐
- Has attention been drawn to lifting and handling assessments and procedures, (where relevant)? ..... ☐ ☐
- Have the emergency first aid procedures been explained? ..... ☐ ☐
- Has the location of the nearest first aid facility been shown? ..... ☐ ☐
- Have details of first aiders been provided? ..... ☐ ☐
- Does the new employee know whom to report defective electrical items to? ..... ☐ ☐
- Have our procedures for accident reporting been described? ..... ☐ ☐
- Have we explained the contents of any risk assessments etc., where necessary? ..... ☐ ☐

### New Employee:

Name: ..... Signature: .....  
PIN: ..... Date: .....

### Induction Carried Out By:

Name: ..... Signature: .....  
Job Title: ..... Date: .....

**Note: A copy of this induction checklist should be retained on the new employee's personnel file.**