

Induction Checklist

Topic	Action	Comments	Completed
Health and Safety			
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 completed on the activities carried out and the equipment used on the yard/stud.	Allow time to be read	
4. Control measures and H & S policy	Explain measures that have been put in place following the risk assessments;	Allow time to be read	
4a. Safe working procedures	Explain yard/stud practices		
4b. Safe use of equipment	Explain yard/stud practices		
4c. Fire drill, evacuation procedures, location and use of fire fighting equipment	Explain yard/stud practices		

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4d. Notices	Read policy on notice board		
4e. Personal behaviour	Explain yard/stud rules on smoking, drink, drugs		
4f. Reporting of faulty equipment	Explain yard/stud practices		
4g. Disciplinary matters	Explain yard/stud practices		
5. Accidents	Where to record an accident or injury, who to inform, what forms to fill in e.g. yard/stud accident book		
6. First Aid	Location of first aid equipment, identity of qualified First Aiders		
7. Supervisor	Identity of their supervisor while at work		
8. Manual handling	Explain the importance of and demonstrate safe lifting techniques		

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9. Personal protective clothing	Skull cap & body protector provided or check, footwear etc. Where own equipment is provided, check and record in serviceable condition		
10. 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 – safeguarding, equality and diversity, bullying etc.	Describe policies in place and allow to read		

EMPLOYER'S SIGNATURE:	
DATE:	
EMPLOYEE'S SIGNATURE:	
DATE:	