HEALTH AND SAFETY INDUCTION CHECKLIST
(for new staff and trainees)

Name:_____ **Job Title:** _____

Department / Unit:_____ **Start date:**_____

Initial induction should to be completed within one week of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the *Council's Health and Safety Policy*[1] been explained to the new starter and a copy provided?	☐	☐	[1]*Available on the Health, Safety & Wellbeing Document Library*
1.2 Have they been given a copy of the Department's Health and Safety Policy or relevant Departmental Health and Safety Manual?	☐	☐	
1.3 Have they been made aware of the following Services, and how to contact them if advice is needed: • Health & Safety Team (tel. 01752 304917) or email healthandsafety@plymouth.gov.uk • Occupational Health Service (tel. 01752 307978) or email occhealthassist@plymouth.gov.uk	☐	☐	
1.4 Have they been made aware of the location of the nearest health and safety / fire safety notice board.	☐	☐	
2. Emergencies and Fire Arrangements	**Yes**	**No**	**Comments**
2.1 Has the new starter been informed of the procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building?	☐	☐	
2.2 Have you explained where the fire assembly point is and the role of Fire Wardens / Marshals?	☐	☐	
2.3 Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?	☐	☐	
3. Welfare Facilities	**Yes**	**No**	**Comments**
3.1 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, etc (as appropriate)?	☐	☐	
4. Accidents, First Aid & Security	**Yes**	**No**	**Comments**
4.1 Have you explained the incident / accident reporting procedure and how to report a hazard?	☐	☐	
4.2 Have you pointed out the location of the nearest first aid box, first aid room (if provided) and told them who the local first-aiders are (and how to contact them)?	☐	☐	
4.3 Have you explained the security arrangements for the workplace & building, including the need to wear ID badges at all times?	☐	☐	

5. Risk Assessments & Training	Yes	No	Comments
5.1 If the work of the new starter involves a significant amount of DSE[3] use, have they been given information about how to set up their workstation[4] and has it been assessed by the local DSE assessor?	☐	☐	[3] *DSE = Display Screen Equipment (computer work)* [4] *Guidance is available on the Health, Safety & Wellbeing Document Library*
5.2 Have you discussed the following issues with the new starter, where these are appropriate to their work:			
i. General workplace health & safety (housekeeping, safe storage, local rules etc)?	☐	☐	*Denote N/A if not applicable*
ii. Safe lifting techniques?	☐	☐	
iii. Procedures to reduce the risk of violence and aggression to staff, including lone working procedures?	☐	☐	
iv. Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?	☐	☐	
v. Safe use & maintenance of machinery and equipment, including pointing out the safety features?	☐	☐	
vi. Electrical safety?	☐	☐	
vii. Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?	☐	☐	*Details of H&S training courses available from the Intranet Document Library or from Corporate Learning & Development Team.*
5.3 Have the H&S training needs of the new starter been identified? (please record in section 8 below).	☐	☐	

6. Work Outside Normal Office Hours	Yes	No	Comments
6.1 Have you explained the local policy / procedure for work outside normal working hours?	☐	☐	
6.2 Where appropriate, have you explained which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?	☐	☐	

7. Personal Protective Equipment	Yes	No	Comments
7.1 Have you informed them of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	☐	☐	
7.2 Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	☐	☐	
7.3 Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	☐	☐	

8. List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new starter:

Declaration

I certify that the above health and safety induction subjects have been explained:

Induction conducted by: Date
(please include job title)

Employee / trainee signature: Date