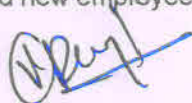


Record of Health and Safety Induction

To be conducted by manager

Please complete and retain	Please tick Add comments (if necessary)		
Introduction to the job Details of how to carry out the job safely, including welfare arrangements, HR contacts, emergency contacts and training requirements.	✓		
Law, policy, safe systems of work, risk assessment Employee's responsibilities, policies and procedures, and awareness of relevant risk assessments.	✓		
Emergency arrangements What to do and where to go in an emergency: <ul style="list-style-type: none"> • Fire - exits, assembly place, alarm points, etc • First aid - what are the first aid provisions e.g. first aiders, location of first aid kits • Accident / incident reporting - how to report, where to send it to • In case of emergency happens ion ,then shop the work and goes assembly points 	✓		
Manual handling Training, lifting procedure and safe use of lifting aids.	✓		
Hazardous substances Risk assessment, safe handling and disposal, vaccinations.	✓		
Personal Protective Equipment (PPE) Assess and provide, correct use and storage, reporting faults.	✓		
Hazard awareness / housekeeping What to look for and who to report it to, a place for everything, everything in its place.	✓		
Equipment, tools and machinery (including electrical equipment) Safe use, emergency controls, training requirements, any other health risks e.g. hand arm vibration, repetitive strain injury.	✓		
Health, safety and wellbeing awareness training booked <ol style="list-style-type: none"> 1) This is a mandatory course for all employees 2) Work permit system awareness training 	<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="text-align: center;">✓</td> </tr> <tr> <td style="text-align: center;">✓</td> </tr> </table>	✓	✓
✓			
✓			

I have instructed the above named new employee / agency worker / contractor in the health and safety requirements of the job.



Participants

- 1) Ravikumar Vasate (Managing Director)
- 2) Ajay Chotamal (Quality manager)
- 3) Mahesh Patil (Production Manager)
- 4) Vishal Sawant (Production Supervisor)
- 5) Guttam Kambale (Production Supportive)

Trending given by (HR)
(Omprakash Navsagare)

