

# Record of Health and Safety Induction

To be conducted by manager

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


