



# ASK ENGINEERING

Plot No.2, Gut No. 30, Near M Sector,  
Waluj MIDC, Aurangabad

Plastic Mould, HPDC, LPDC, GDC Dies, Press Tools,  
Fixtures and all type of VMC Job Work

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## Induction Training Records

Health and Safety training is a legal requirements of all new members of staff. It is therefore, company policy to ensure that all new staff are given sufficient information, instruction and training to enable them to carry out their duties in a safe manner and with minimum risk to themselves and others who may be affected by their acts or omissions.

| Fire Safety |   | ✓<br>or<br>X | Employee name and sign   |
|-------------|---|--------------|--|
| 1           | Has the fire alarm system been explained?                               | ✓            | Sachin<br>Turewale<br><u>Sachin</u><br>Tushar<br>Neha<br><u>Neha</u> |
| 2           | Has the action to be taken on hearing the alarm been explained?         | ✓            |  |
| 3           | Has location of fire fighting equipment in your area been shown?        | ✓            |  |
| 4           | Has the requirement for keeping fire doors closed been informed to you? | ✓            |  |
| 5           | Have the location of Emergency Information posters been shown?          | ✓            |  |

### First Aid

|   |  |   |  |
|---|--|---|--|
| 6 | Do you know who to contact if you require first aid assistance?        | ✓ | Sachin <u>Sachin</u><br>Turewale<br>Tushar Neha<br><u>Neha</u> |
| 7 | Do you know where first aid kits are located?                          | ✓ |  |
| 8 | Do you know where the accident book is located?                        | ✓ |  |
| 9 | Have the procedures for reporting accidents, incidents been explained? | ✓ |  |

### Welfare Arrangements

|    |   |   |  |
|----|---|---|--|
| 10 | Have you been shown the location of toilet and hand washing facilities?       | ✓ | Sachin Turewale<br><u>Sachin</u><br>Tushar Neha<br><u>Neha</u> |
| 11 | Have the facilities for taking rest breaks been explained to you?             | ✓ |  |
| 12 | Have you been made aware of where you may eat and drink within the workplace? | ✓ |  |
| 13 | Have you been shown where personal belongings are to be left whilst at work?  | ✓ |  |

