

Safety, Health and Environment Induction Training Sheet

Date: 16/06/2023

Employee Name	Orientation of new staff at site <u>Alok</u>
Conducted by	Site - Supervisor <u>Patel Mayur</u>
Assisted by	Site Co - worker <u>Harendra Rajji</u>

Sr No.	Contents	✓ / x
A	Safety, Health & Environment(SH&E)Policy Provide new staff with a copy of S, H & E policy and summaries its contents, particularly:- -Operating Safely, Responsibly & Reliably. -Recording near misses and injuries. -Right to stop work -Constant Review	✓
B	Determine whether any specialized training or instruction is necessary and arrange as necessary e.g. Fork Lift operation	✓
C	Lockout / Tag out Policy -Isolation -Lock, Tag & Try -Do's & Don'ts as per Amar Engineers' Lockout Tag out Policy	✓
D	PPE Arrange for necessary clothing/equipment to be ordered Explain: -Why clothing/equipment needed -How to request replacement equipment / clothing -How to wear properly (if necessary) -How to store properly -How to check for and report defects	✓
E	Risk Assessments Explain and/or show as appropriate: -Principles and location of risk assessments -Site/premises hazards -Procedures for safe systems of work	✓

AKSHAY ENGINEERS

Contractor for HT and LT Installation, Testing, Commissioning, Maintenance & Supply of Electrical Equipment
GST NO.: 24ACAFA9367Q1ZT

F	<p>First Aid Provision Explain:- -Names and locations of First Aiders Show:- -Where to go for First Aid Assistance -Location of first aid boxes/equipment</p>	✓
G	<p>Workplace Facilities Show:- -Tour of workplace, including all common areas if workplace is shared with other occupiers -Toilets -Kitchen -Tea/Coffee/Drinking Facilities -Staff/rest room</p>	✓

Signature of Supervisor Patel m.m.

Signature of Employee Hizers

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Signature of Safety In-charge,
Akshay Engineers' B. Shupendra