



# GIRNALE ENGINEERING

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Mfg. Die Press Tools, Jig's & Fixture, Moulds, relation Gauges, Hot Forging Die & VMC Job Work, All Type of Tool Work

## Induction Training Records

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

Fire Safty		✓ or X	Employee name & Sign
1	Has the fire alarm system been explained	✓	Ganesh Pakdeshi Ganesh Raju Khate Raj Khate
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 reuirement for keeping fire doors closed beel 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	✓	Ganesh Pakdeshi Ganesh Raju Khate Raj Khate
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 accidens,incidents been explained	✓	

### Welfare Arrangments

10	Have you been shown the location fo toilet and han washing facilities	✓	Ganesh Pakdeshi Ganesh Raju Khate Raj Khate
11	Have the facilities for taking rest breacks been explained to you	✓	
12	Have tou been made aware of where you may eat and drink whthin the workplace	✓	
13	Have you brnn shown where personal belongings are to be left whilst at work	✓	

