



Amar Engineers

Safety, Health and Environment Induction Training Sheet

Date:

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| Employee Name: | Orientation of new staff at site |
| Conducted by | Site - Supervisor |
| Assisted by | Site Co-worker |

| Sr No | Contents | ✓ / ✗ |
|-----------|---|-------|
| A. | Safety, Health & Environment(SH&E)Policy Provide new staff with a copy of S, H & E policy and summarise its contents, particularly:- <ul style="list-style-type: none">• Operating Safely, Responsibly & Reliably.• Recording near misses and injuries.• Right to stop work• Constant Review | |
| B. | Determine whether any specialised training or instruction is necessary and arrange as necessary e.g. Fork Lift operation | |
| C. | Lockout / Tagout Policy | |
| | Explain <ul style="list-style-type: none">• Isolation• Lock, Tag & Try• Do's & Don'ts as per Amar Engineers' Lockout Tagout Policy | |
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| D. | PPE | |
| | <ul style="list-style-type: none"> • Arrange for necessary clothing/equipment to be ordered | |
| | <ul style="list-style-type: none"> • Explain:- | |
| | <ul style="list-style-type: none"> • 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 | |
| D. | Risk Assessments | |
| | <p>Explain and/or show as appropriate:</p> <ul style="list-style-type: none"> • Principles and location of risk assessments • Site/premises hazards • Procedures for safe systems of work | |
| E. | First Aid Provision | |
| | <p>Explain:-</p> <ul style="list-style-type: none"> • Names and locations of First Aiders <p>Show:-</p> <ul style="list-style-type: none"> • Where to go for First Aid Assistance • Location of first aid boxes/equipment | |
| F. | Workplace Facilities | |
| | <p>Show:-</p> <ul style="list-style-type: none"> • Tour of workplace, including all common areas if workplace is shared with other occupiers • Toilets • Kitchen • Tea/Coffee/Drinking Facilities • Staff/rest room | |

Signature of Supervisor

Signature of Employee

Date:

Signature Of Safety In-charge,
Amar Engineers