

# Record of Health and Safety Induction

To be conducted by manager

Name Vishnu Bharat Padvi  
Occupation Helper  
Location ETL - 228/229

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.	<input checked="" type="checkbox"/>
<b>Law, policy, safe systems of work, risk assessment</b> Employee's responsibilities, policies and procedures, and awareness of relevant risk assessments.	<input checked="" type="checkbox"/>
<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></ul>	<input checked="" type="checkbox"/>
<b>Manual handling</b> Training, lifting procedure and safe use of lifting aids.	<input checked="" type="checkbox"/>
<b>Hazardous substances</b> Risk assessment, safe handling and disposal, vaccinations.	<input checked="" type="checkbox"/>
<b>Personal Protective Equipment (PPE)</b> Assess and provide, correct use and storage, reporting faults.	<input checked="" type="checkbox"/>
<b>Hazard awareness / housekeeping</b> What to look for and who to report it to, a place for everything, everything in its place.	<input checked="" type="checkbox"/>
<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.	<input checked="" type="checkbox"/>
<b>Health, safety and wellbeing awareness training booked</b> This is a mandatory course for all employees	<input checked="" type="checkbox"/>

I have instructed the above named new employee / agency worker / contractor in the health and safety requirements of the job.

Manager signature

Date

03/04/2023

I have been instructed and understand the above Health and Safety arrangements.

Employee / agency signature

Date

03/04/2023



## Guidance notes

### You are responsible

Be aware, that along with the employer, you are responsible for your own and others health and safety at work.



### Fire

Be aware of fire hazards. If a fire breaks out raise the alarm, leave by your nearest exit and go to your assembly point.



### First aid

Find out how and where to get first aid.



### Accidents can be avoided

Always report accidents, incidents, near misses and dangerous occurrences to your manager. An accident / incident report form should be completed and sent to the HR Service Centre.



### Machinery and equipment

Ensure you know how to use your work equipment safely and be aware of the health risks associated with your equipment. Follow the manufactures guidance and your Safe Working Practices. You should also ensure maintenance arrangements are in place and followed.



### Manual handling

Assess all loads and if you think they are too heavy do not lift them. Correct use of lifting aids is essential and colleague assistance should be considered where necessary.



### Control of Substances Hazardous to Health (COSHH)

Ensure you know how to use all substances safely. Make yourself aware of the COSHH assessments and health risks associated with the substances.



### Personal Protective Equipment (PPE)

It is your responsibility to use and store your PPE as instructed and report damage or request replacements to your manager.



### Hazard awareness and housekeeping

If you notice something that that may cause harm to you or others report it to your manager. It is also your responsibility to keep your workplace clean and tidy to avoid accidents.



### Mandatory health, safety and wellbeing training

Employees should attend health, safety and wellbeing awareness training (available online via [x]).  
Managers should attend Managing health, safety and wellbeing training.  
Other service specific health, safety and wellbeing training should be identified and attended.

