

## 1. Employee details

Name

Position

Department

Works number  Start date

## 2. Contact details

Supervisor/manager

Personnel

Health and safety

First aid

## 3. General hazards, controls and safe systems (tick when completed)

Work equipment	<input type="checkbox"/>	Traffic safety	<input type="checkbox"/>
Display screen equipment (DSE)	<input type="checkbox"/>	Slips, trips and falls	<input type="checkbox"/>
Hazardous substances (COSHH)	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>	Personal protective equipment (PPE)	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Upper limb disorders (WRULDs)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

## 4. Special hazards, controls and safe systems

Confined spaces	<input type="checkbox"/>	Permit-to-work systems	<input type="checkbox"/>
Heights	<input type="checkbox"/>	Personal protective equipment (PPE)	<input type="checkbox"/>
Dangerous machinery	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Work away	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Method statements	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

## 5. Documentation

Health and Safety Policy	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Employee Handbook	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Risk assessments	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

## 6. Incident, hazard reporting, emergencies and first aid

Accident and near miss reporting	<input type="checkbox"/>	Hazard and defect reporting	<input type="checkbox"/>
Emergency procedures and evacuation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
First aid	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

## 7. Workplace familiarisation

Orientation tour	<input type="checkbox"/>	Smoking restrictions	<input type="checkbox"/>
Workplace hazards	<input type="checkbox"/>	First aid point	<input type="checkbox"/>
Restricted and prohibited areas	<input type="checkbox"/>	Security	<input type="checkbox"/>
Fire points	<input type="checkbox"/>	Introduction to colleagues	<input type="checkbox"/>
Emergency exits and assembly point	<input type="checkbox"/>		<input type="checkbox"/>
Comfort and welfare facilities	<input type="checkbox"/>		<input type="checkbox"/>

## 8. Employment terms

Employment contract	<input type="checkbox"/>	Holidays	<input type="checkbox"/>
Probationary period	<input type="checkbox"/>	Sickness	<input type="checkbox"/>
Performance and appraisal	<input type="checkbox"/>	Rules and discipline	<input type="checkbox"/>
Training and development	<input type="checkbox"/>	Disciplinary and grievance procedures	<input type="checkbox"/>
Remuneration	<input type="checkbox"/>	Notice	<input type="checkbox"/>
Pension scheme	<input type="checkbox"/>		<input type="checkbox"/>
Medical insurance	<input type="checkbox"/>		<input type="checkbox"/>
Other benefits	<input type="checkbox"/>		<input type="checkbox"/>

## 9. Comments

## 10. Induction completed

*The subjects listed above have been explained to my satisfaction and are understood. I understand how and where to seek further guidance and information in the event of any uncertainty or issues which may subsequently arise and that any breach of health and safety or other Company rules may result in disciplinary proceedings.*

Employee signature  Date

*Induction training has been completed to a satisfactory standard.*

Signature for the Company  Date

## 11. Induction Checklist

This Induction Checklist is provided as an example to assist with the preparation of a document suitable for use within your own organisation. The Checklist is intentionally biased towards health and safety and its content should not be considered exhaustive.

The Checklist only provides a record of the subject matters covered during induction and not the content of any associated information, instruction or training provided. Each of the items on your Checklist should be covered by a suitably detailed written policy or procedure.

## 12. Guidance

The provision of induction training to new employees is of paramount importance. If properly structured and delivered in a professional manner it will create a positive impression with new personnel, reinforcing their decision to join your organisation, helping them to settle in quickly and comfortably to a productive role and increasing retention.

Your induction training programme should include the following elements:

- General training relating to your organisation;
- Mandatory training including health and safety and other essential and legal issues;
- Job training specific to the new employee's role; and
- Feedback to evaluate understanding by the employee.

It is recognised that new employees are more likely to have accidents in an unfamiliar workplace. Formal health and safety induction training will help to minimise the risk of such occurrences and indeed is a requirement of the Health and Safety Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

The law further requires you to have regard to the capability of employees to carry out work activities safely and without risks to health. Additional training should thus be provided to employees:

- Upon any change in their job or responsibilities;
- When new equipment is introduced or existing equipment is significantly modified; and
- When any system of work changes.

Refresher training will additionally be required at appropriate intervals determined by monitoring of employee performance and assessment of such factors as the complexity of the training, amount of and opportunity for practice and potential severity of the consequences of any failure to follow training.

Any significant information, instruction or training provided to employees - particularly where this has health and safety implications - should be communicated on a *signed receipt* basis. Such records can prove particularly useful in the defence of any prosecution or civil court proceedings which might arise from a workplace accident.

## 13. Contact Us

For further details of our health and safety consultancy services and how these can benefit your organisation please contact us:

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