

# HUMPHREY & STRETTON plc

## HEALTH & SAFETY INDUCTION CHECKLIST

Listed below is a checklist of health & safety matters, some general and some applicable only to certain departments and certain jobs. **These matters should be covered (as applicable) as soon as possible after your start date.** The Factory Manager/office should initial each section when complete.

### SECTION A: Mandatory for all Staff

<b>1.</b>	<b>HEALTH &amp; SAFETY POLICIES</b>	Date	Initials
a	Received copy of the H&S Policy Statement		
b	Received copy of the H&S Policy		
c	Checked understanding of contents, with resolution of any language / culture issues		
d	Names of individuals with safety responsibilities		
e	Explanation of employee's responsibilities with regard to the health & safety policies		

<b>2.</b>	<b>FIRE SAFETY</b>	Date	Initials
a	Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes		
b	Correct method for calling the Fire Brigade		
c	Difference between 'prepare to leave' alarm and 'evacuation' alarm (if applicable)		
d	Location of fire alarm call points and how to activate them		
e	Day and time of weekly fire alarm test		
f	Location of fire extinguishers		
g	Identification of which fire extinguishers can be used with different equipment and types of fire (as appropriate)		
h	Use of fire extinguishers and what to do after use (as appropriate)		
i	Explanation of non-use of lifts in fire		
j	Identification of any disabilities or difficulties in responding to an emergency evacuation		

<b>3.</b>	<b>HOUSEKEEPING</b>	Date	Initials
a	Reasons for maintaining tidy work areas		
b	Reasons for safe practices in office environments		
c	Reasons for maintaining clear access including hazards caused by obstructing gangways, using fire extinguishers as door stops, etc		
d	Procedures for dealing with common causes of accidents, e.g. trips, slips, etc		

<b>4.</b>	<b>ACCIDENTS &amp; ABNORMAL OCCURENCES</b>	Date	Initials
a	Accident reporting procedure and its importance		
b	Location of Occupational Health		
c	Location of the nearest first aid kit and contact details for first aiders		
d	Action in case of injury to self or others		
e	Procedure in the event of a dangerous occurrence		
f	Explain procedure for reporting and dealing with "near		

	misses”, and any other occurrence which could have resulted in injury or illness		
<b>5.</b>	<b>SMOKING</b>	Date	Initials
a	Smoking Policy		

<b>6.</b>	<b>PERSONAL HYGIENE</b>	Date	Initials
a	Reasons for personal hygiene, including risk of cross infection (if applicable)		
b	Reporting contact for notifiable diseases including examples of such diseases (if applicable)		

<b>7.</b>	<b>RISK ASSESSMENT</b>	Date	Initials
a	Explanation of results of all relevant risk assessments and where they are kept		
b	General requirements for risk assessment in the workplace		
c	Specific requirements for assessment of exposure to substances hazardous to health (COSHH regulations)		
d	Specific requirements for risk assessment of display screen equipment (DSE Regulations)		
e	Explain procedures for assessing manual handling work and identify any training needs		
f	Any specific arrangements for handling materials or objects which are dangerous or difficult		

<b>8.</b>	<b>SAFETY ADVISERS, REPRESENTATIVES</b>	Date	Initials
a	Introduction to Safety Advisor (SSA)		
b	Explanation of SSA’s role		
c	Introduction to Factory Safety Representative		

<b>9.</b>	<b>OCCUPATIONAL HEALTH</b>	Date	Initials
a	Completion and return of the Pre-employment Health Checklist.		
b	Explanation of the need to attend for statutory health surveillance (if applicable)		

<b>10.</b>	<b>HEALTH &amp; SAFETY TRAINING REQUIREMENTS</b>	Date	Initials
a	Explanation of the provision of Health & Safety Training		
b	Any specific mandatory Health & Safety Training (e.g. Lasers, GMOs)		

<b>11.</b>	<b>REPORTING BUILDING DEFECTS</b>	Date	Initials
a	Explain how to report building/campus defects to the Estates & Facilities Helpdesk and information about the type of defects to report this way.		
b	Provide details of any person appointed to report defects to the Helpdesk on behalf of the School / Directorate		

**SECTION B:** This can be modified by the Safety advisor to take into account local hazards. Complete the sections which are applicable. Insert N/A if not applicable

<b>12.</b>	<b>CLOTHING</b>	Date	Initials
a	Issue, care and cleaning arrangements of uniforms and overalls		
b	Action in the event of clothing being contaminated		

<b>13.</b>	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Date	Initials
a	Identification of where PPE is needed in the workplace		
b	How to wear and take care of PPE		
c	Assessment procedures for protective equipment		
d	Issuing, storing, maintaining and replacing procedures		
e	Use of eye protection and areas where such use is mandatory		
f	Arrangements for obtaining eye protection		
g	Limitations of PPE		
h	Hearing protection		
i	Procedures for assessment of loud noise		

<b>14.</b>	<b>USE OF COMPUTERS</b>	Date	Initials
a	Explain concept of a display screen equipment user		
b	Arrangements for carrying out a workplace self-assessment and follow-up procedure		
c	Explain need for regular breaks from using the computer		
d	Explain arrangements for eye tests		

<b>15.</b>	<b>ELECTRICAL EQUIPMENT</b>	Date	Initials
a	Checks required before use		
b	Action if faults found		
c	Procedure for testing portable electrical equipment		
d	Procedures when new equipment is obtained		

<b>16.</b>	<b>CHEMICAL HAZARDS</b>	Date	Initials
a	Safe handling and storage methods for corrosive liquids		
b	Safe handling and storage methods for compressed gases, including asphyxiants		
c	Safe handling and storage methods for flammable solvents		

<b>17.</b>	<b>SPILLAGES</b>	Date	Initials
a	Action in the event of spillages		

<b>18.</b>	<b>WASTE DISPOSAL</b>	Date	Initials
a	General waste/rubbish disposal systems		
b	Hazardous waste/rubbish disposal systems		
c	Disposal of waste solvents		
d	Disposal of other chemicals		

<b>19.</b>	<b>WORKSHOPS / KITCHENS</b>	Date	Initials
a	Access arrangements for / workshops / kitchens		
b	Training in use of equipment		
c	Machine hazards		
d	Correct safe operating procedures		
e	Correct guarding		

--	--	--	--

<b>20.</b>	<b>RADIOLOGICAL HAZARDS</b>	Date	Initials
A	Local rules for ionising and non-ionising radiation use		
B	Access to advice on radiological hazards ie the Radiological Protection Supervisor and Advisor		

<b>22.</b>	<b>OTHER HAZARDS</b>	Date	Initials
a	Insert any other matters identified by the SSA as important in your particular department		
b	Particular arrangements for equipment regarding statutory examinations, e.g. pressurised vessels, lifting equipment		
c	Explanation of site traffic system (as applicable)		

To be completed by the new member of staff:

I agree that I have been given all relevant information covered by the above list

Name (block capitals)	
Department	
Signed	Date

To be completed by Line Manager / Appointed Person:

I confirm that the above named has received safety induction training as indicated on this checklist

Name (block capitals)	
Signed	Date

To be completed by the Factory Safety Advisor:

I confirm that I have been introduced to the above member of staff

Name (block capitals)	
Signed	Date