

# S

## Health and Safety Induction Checklist

### Checklist (initial and date)

Guided tour of the workplace of kitchens, toilets and washrooms

Introduction to staff, including supervisor

Explanation of any prohibited areas not be entered for reasons

Fire Alarm and Emergency explanation of what to do in an emergency and/or if the fire alarm sounds

First Aid - explanation of the location of the first aid box, and the identities of the competent persons

Internal procedures – explanation of the procedure to be followed if there are any problems or concerns or if you need to attend their work experience

Signing in and security procedures – explanation of signing-in procedure and student with security pass/ID card

Use of the telephone – explanation of how to access an outside line and use of mobile services if required.

Safe systems of work – explanation of the hazards associated with the work that will be carrying out, including

Date Student Employer

# A

# M

# P

# L

to safe working practices.			
Machinery/ Equipment - ensure that the student understands that they can never operate any machinery without the permission of their supervisor and must never do so unless trained. All faults with machinery and equipment must be reported to their supervisor.			
Protective Equipment - issue students with appropriate personal protective equipment and give explanation as to how and when to use it correctly.			
Manual Handling - explanation of the correct way to lift and carry objects. Ensure student understands why it is important to have instruction on handling and moving specific items in the workplace.			
Dangerous substances - explanation of the rules of handling chemicals in the workplace. Ensure that the student understands that they must ask their supervisor first if they are unsure on the correct precautions to take.			
Health and Safety – ensure that the student understands the importance of following the company’s H&S rules and the consequences of breaching those rules.			

Student’s Name..... Date.....

Induction given by.....

Signed (student).....