

Check this template against your local regulations and your own policies before you use it.

Employee _____ Role _____ Start date _____

Buddy or manager _____

Safety induction On the first day, before they start work

TASK	DUE	DATE	INITIALS
Emergencies			
☐ Show every emergency exit and the assembly point	Day 1		
☐ Explain the alarm, the evacuation procedure and the wardens	Day 1		
☐ Show the fire extinguishers and explain who may use them	Day 1		
First aid			
☐ Show the first aid kits and the AED, if there is one	Day 1		
☐ Name the first aiders, and how to reach them	Day 1		
Hazards and controls			
☐ Walk through the hazards in their work area and role For example manual handling, chemicals, machinery, vehicles or working alone.	Day 1		
☐ Explain how each hazard is controlled, and the safe work procedures to follow	Day 1		
☐ Show where chemical safety data sheets are kept	Day 1		
Equipment and PPE			
☐ Issue the protective equipment the role needs, and show how to use and store it	Day 1		
☐ Explain which equipment they may use only after training	Day 1		
Reporting			
☐ Explain how to report an incident, injury, near miss or hazard	Day 1		
☐ Name the health and safety representative or manager	Day 1		
Health and wellbeing			
☐ Explain breaks, hours and fatigue rules	Day 1		
☐ Explain the policies on alcohol and drugs, bullying and harassment	Day 1		
☐ Explain where to get support, such as an employee assistance program	Day 1		
Rights and responsibilities			
☐ Explain their duty to work safely and their right to stop unsafe work	Day 1		
☐ Check they understood, and answer their questions	Day 1		
☐ Both sign and date the induction record	Day 1		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____