

Staff Health and Safety Induction / Training Record.

Name: _____

Commencement Date: _____

Job Title: _____

	Employee Initials	Manager Initials	Date
General			
Details of task / responsibilities			
Safety policy			
Risk assessments			
Workplace Issues			
Cleaning (if applicable)			
Hazard / defect spotting and importance of reporting			
Slips, trips and falls (housekeeping cleaning etc)			
Emergency Procedures			
First Aider / Appointed Person			
First aid kit (Location, use)			
Accident / incident reporting (accident book location)			
Fire procedures (alarms - how to raise and what to do, Location of fire exits, meeting points etc)			
Action to be taken in event of fire			
Role Specific (If applicable) (e.g Cleaning meat slicer, cutting glass, using powertools etc)			
Driving			
Lone Working			
COSHH Assessments			
Display screen equipment assessments			
Personal protective equipment (issue, use and maintenance)			
Equipment (please detail any specific equipment training given – e.g. use, maintenance, cleaning)			
Manual Handling (please detail specific manual handling advice given)			
General Manual Handling			

