

# Health and Safety Induction Checklist

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School/Direcorate: \_\_\_\_\_ Start date: \_\_\_\_\_

*HS&W Policy & Emergency procedures (Points 1, 2 & 3) must be covered in the first day. The full Induction Checklist should to be completed within two weeks of starting. The relevant box(es) should be ticked after discussion. For items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction (normally the line manager) should sign the form and this should be retained by the line manager.*

1. Health and Safety Policy & Information	Yes	No	Comments
<p>1.1 Has the Health, Safety and Wellbeing Policy <sup>(1)</sup> been explained to the new starter and a copy provided?</p> <p>1.2 Has the new starter been directed to the 'H&amp;S FAQs'<sup>(2)</sup> and been told which member of staff to speak to about any local Health &amp; Safety issues?</p> <p>1.3. Has the role of the following Services been explained, as well as how to contact them if advice or help is needed:  Security Service (Emergency Number - tel. 6444) or use the Emergency Refuge Call button or phones  Facilities Helpline (tel. 0 or 6666 or facilities.helpline@yorks.ac.uk  Health &amp; Safety Advisor (tel. 6613 or n.rogers@yorks.ac.uk )</p> <p>1.4. Has the new starter been shown a local Notice Board with Health and Safety information?</p>			<p>(1) Available on Staff web Health and Safety pages</p> <p>(2) See Staff web H&amp;S pages</p>
2. Emergencies and Fire Arrangements	Yes	No	Comments
<p>2.1 Has the new starter watched the YSJ Induction video and watched the online Fire Safety Training? <sup>(3)</sup></p> <p>2.2 Has the new starter been introduced to the trained Fire Marshal(s) within their team?</p> <p>2.3 Has the new starter any need for assistance in an emergency evacuation? If so, a Personal Emergency Evacuation Plan <sup>(4)</sup> must be offered.</p>			<p>(3) See 'Information for New Staff' &amp; 'Fire Safety' on the staff Health &amp; Safety web pages.</p> <p>(4) see H&amp;S web pages</p>
3. Welfare Facilities/First Aid & Accident Incident Reporting	Yes	No	Comments
<p>3.1 Has the new starter been informed of the location of the toilets, washing facilities, staff kitchens?</p> <p>3.2 Has the new starter been informed of the procedure to call for a First Aider?</p> <p>3.3 Has the new starter been informed of the procedure to report an accident, incident or dangerous occurrence? <sup>(5)</sup></p>			<p>(5) See 'Emergencies' Portal on the H&amp;S web pages.</p>

4. H&S Training/ Risk Assessments etc	Yes	No	Comments																				
<p>4.1 If the work of the new starter involves a significant amount of DSE (6,7) use, have they completed the online training and assessment?</p> <p>4.2 Has the H&amp;S Training Matrix (8) been discussed with the new starter, and their H&amp;S training needs been identified? (Please record training required in Section 6 below)</p> <p>4.3 Has the following been discussed with the new starter, (where these are appropriate to their work):</p> <p>i. General workplace health &amp; safety (housekeeping, safe storage, local rules etc)?</p> <p>ii. Team or activity Risk Assessments and safe systems of work?</p> <p>iii. The location of any other key H&amp;S information (e.g. Safety Data Sheets/COSHH assessments etc)?</p> <p>iv. Full briefing on any personal protective equipment or other safety equipment required, its proper use, storage and maintenance?</p>			<p>(6)'DSE' = Display Screen Equipment (computer work)</p> <p>(7)See H&amp;S web pages</p> <p>(8) See Induction Handbook and H&amp;S web pages</p>																				
5. Work Outside Hours	Yes	No	Comments																				
5.1 Has the new starter been briefed on the University guidance on Lone Working? (9)			(9)See H&S web pages																				
6. H&S Training needs																							
<p>6. List here any online or face to face H&amp;S training that the new starter requires by working through the H&amp;S Training Matrix (10) and by recording any additional training by team or role requirements.</p> <table border="1"> <thead> <tr> <th>Training course(s) required</th> <th>Planned Date for Completion</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>				Training course(s) required	Planned Date for Completion																		
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(10) See Staff Moodle H&S pages																							
Declaration																							
<p>I certify that the whole health and safety induction checklist has been completed and explained:</p> <p>Health &amp; Safety Induction conducted by:</p> <p>New staff signature &amp; role</p> <p>Date</p>																							