

Health and safety induction checklist

This form should be used to carry out health and safety induction of new staff, research students and certain visitors¹. This supplements the general [Department Induction checklist](#) produced by Human Resources.

This does not replace the health and safety induction training carried out by the University Safety Adviser that is mandatory for all new staff.

Name of employee/student/visitor:

Start date:

General introduction

Ashton & Holt connected on 2nd floor. Ashton/Victoria on every floor.

Layout of building

Main causes of accidents in University:

- Slips, trips, falls
- Manual handling
- Sharp objects
- Collision with objects

Clear up spills you make - coffee etc. Help keep the floors safe. Don't leave it for someone else!

Key safety personnel and responsibilities

University

Safety Advisory Service
Occupational Health

Check Uni website for details.
<http://www.liv.ac.uk/safety/>

School/Department

Head of Department
Departmental Safety Coordinator (and deputy)

Phil Jimmieson (phil@liverpool.ac.uk) & Adrian Cavinder (ahc@liverpool.ac.uk)

Individual responsibilities

Look after oneself and others
Cooperate with employer

You have a responsibility for your own H&S and for others too. Report accidents and near misses - someone else may not miss and you could save them.
Personalise your work space, but no toasters, candles, oil burners etc.
Power adaptors must be used where needed.

Don't to misuse or interfere with anything provided in the interests of Health & Safety
Report any defects in Health & Safety arrangements

Report problems to Phil, Building Manager (on Ashton foyer) or technical staff.

¹ Visitor – anyone undertaking work in a department (ie not those attending meetings/courses), and especially those carrying out practical work.

Safety information

H&S intranet	University policy	http://www.liv.ac.uk/safety/	<input type="checkbox"/>
	Codes of practice		
	Safety circulars and ONUS documents		
	External Health & Safety information e.g. legislation, Health and Safety Executive guidance, Barbour index		
		intranet.csc.liv.ac.uk/department/safety.html	
Departmental	Local safety codes/procedures		<input type="checkbox"/>
	Notice board		
	Safety committee meetings		
	Obtaining Health & Safety information		

Policies and procedures

Fire and emergency	How to raise the alarm	Break glass in red call point.	<input type="checkbox"/>
	What to do if you hear the alarm	On alarm use nearest exit and collect outside in Quadrangle	
	Assembly points		
	Fire alarm tests & fire drills		
	Emergency number	2222 from any internal phone	
	Fire Officer and Fire Wardens	Phil	
First Aid	Nominated first aiders	Helen - Gnd floor office.	<input type="checkbox"/>
	Location of first aid boxes	1st aid box there & help desk	
Accident/incident reporting	Online system	See dept safety web page. Report to Phil / building manager.	<input type="checkbox"/>
	Who to report to		
Safety maintenance	How to raise safety concerns and reporting of maintenance issues	See dept safety web page. Report to Phil / building manager.	<input type="checkbox"/>
Smoking policy	General rules/not to smoke near entrances		<input type="checkbox"/>
Housekeeping	General waste removal and recycling procedures		<input type="checkbox"/>
	Cleaning work areas	Don't leave boxes etc. in corridors. Contact Building manager.	
General security arrangements	Security measures on entry to building/department – warn about tailgating		<input type="checkbox"/>
	Late working: Signing in/out, location of book	On desk in Foyer of Ashton	
	Security of personal items		
	Control of visitors while in Department		
Risk assessment	Community visits/field work assessments (if applicable)		<input type="checkbox"/>
Electrical safety	Don't use equipment if not tagged as tested		<input type="checkbox"/>
Display Screen Equipment	If allocated individual workstation, assessment to be		<input type="checkbox"/>

carried out before work starts

Issue copy of Display Screen Equipment booklet (or refer to online documents)

Manual handling

Generic risk assessment

Issue copy of booklet (or refer to online documents)

Any other Health & Safety training given during induction (list)

Identification of further Health & Safety training required

Safety induction carried out by

Signature

Position

Date

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Employee/student declaration: I acknowledge that I have received staff Health & Safety induction training and understand the arrangements and procedures that are identified above. I have also received and read the Departmental safety documents and agree to abide by the University, Departmental and health and Safety Regulations whilst working in the Department

Name

Signature

Date

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Copy of this form to be retained by supervisor and trainee.
Copy must be sent to Departmental Safety Coordinator