**HR Safety Induction Plan**

### **1. Cover Page**

* **Company Name**
* **Title:** HR Safety Induction Plan
* **Date of Issue**
* **Prepared by:** [Safety Officer/HR Manager Name]

### **2. Table of Contents**

1. **Introduction**
2. **Objectives of the Induction Plan**
3. **Pre-Induction Activities**
4. **Safety Induction Schedule**
5. **Roles and Responsibilities**
6. **Health, Safety, and Security Overview**
7. **Emergency Procedures**
8. **Workplace Hazards**
9. **Safety Equipment and PPE**
10. **Incident Reporting Procedures**
11. **First Aid and Medical Support**
12. **Compliance with Safety Regulations**
13. **Assessment and Feedback**
14. **Acknowledgment and Signature**

### **3. Introduction**

* Purpose of the HR Safety Induction
* Legal and regulatory importance
* Objective: To create a safe work environment and ensure compliance with safety law

### **4. Key Safety Areas**

* Emergency Exits and Evacuation Plan
* Fire Safety
* Accident and Incident Reporting
* Health and Safety Equipment

### **5. Roles and Responsibilities**

* **HR Team:** Track induction progress and compliance
* **Safety Officer:** Lead the safety induction sessions
* **New Hire:** Follow instructions and demonstrate compliance

### **6. Assessment and Feedback**

* Employee must complete a safety assessment
* Collect feedback to improve future inductions