

# HR Safety Induction Plan

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

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## 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