

## Health and Safety Induction Checklist

(for new staff and research students)

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**School / Directorate / Unit:** \_\_\_\_\_ **Start date:** \_\_\_\_\_

Initial induction should to be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box(es) should be ticked. For Items not covered, comments should be recorded giving reasons and date for completion. The new starter and person providing the induction should both sign the form and keep a copy.

1. Health and Safety Policy & Information	Yes	No	Comments
1.1 Has the <i>University's Health and Safety Policy</i> <sup>1</sup> been explained to the new starter and a copy provided?	<input type="checkbox"/>	<input type="checkbox"/>	<sup>1</sup> Available on H&S Website -Policy Page or A to Z (P)
1.2 Have they been given a copy of the Area Health & Safety Code / Policy?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Have they been given a copy of the University Leaflet – <i>H&amp;S Information for University Staff &amp; Students</i> <sup>2</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>	<sup>2</sup> Available on H&S Website - A to Z (I)
1.4 Have they been told who their Area Health & Safety Co-ordinator (AHSC) is?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Have they been made aware of the following Services, and how to contact them if advice is needed:	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Security Services (<b>Emergency Number – tel. 6300</b>)</li> <li>• Health &amp; Safety Services (tel. 8888)</li> <li>• Occupational Health Service (Health Management Ltd)</li> <li>• University Counselling Service (tel. 0118 975 1823)</li> </ul>			Health & Safety Services website: <a href="http://www.reading.ac.uk/safety">www.reading.ac.uk/safety</a> See H&SS web site.
1.6 Have they been told where their nearest H&S Notice Board is, or other methods of communicating H&S info?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Emergencies and Fire Arrangements	Yes	No	Comments
2.1 Has they been informed of what to do if they discover a fire or hear the fire alarm, including where the nearest fire escape routes and fire exits are?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Have you explained where the fire assembly point is and the role of the Fire Evacuation Officer and Fire Wardens?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Welfare Facilities & First Aid	Yes	No	Comments
3.1 Have you pointed out the location of the toilets, washing facilities, kitchen & rest areas, lockers, emergency showers etc (as appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Have you pointed out the location of the nearest first aid box, first aid room (if provided) and told them who the local first-aiders are (and how to contact them)?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Accidents and Hazard Reporting	Yes	No	Comments
4.1 Have you explained the incident / accident reporting procedure and how to report a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	Building/campus hazards to be reported to FMD Helpdesk, Extn 7000.
4.2 Have you pointed out the location of the nearest Emergency Telephone and the emergency numbers?	<input type="checkbox"/>	<input type="checkbox"/>	

5. Risk Assessments & Training		Yes	No	Comments
5.1	If the work of the new starter involves a significant amount of DSE <sup>3</sup> use, have they been given a DSE leaflet <sup>4</sup> and has their DSE workstation been assessed by the local DSE assessor?	<input type="checkbox"/>	<input type="checkbox"/>	<sup>3</sup> DSE = Display Screen Equipment (computer work) <sup>4</sup> Obtained from Health & Safety Services or the H&SS website A to Z (DSE) Denote N/A if not applicable
5.2	Have you discussed the following issues with the new starter, where these are appropriate to their work:	<input type="checkbox"/>	<input type="checkbox"/>	
i.	General workplace, workshop or laboratory health & safety (housekeeping, safe storage, local rules etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Safe lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	Work with hazardous substances, and the location of COSHH assessments and Safety Data Sheets, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	Safe use & maintenance of machinery and equipment, including pointing out the safety features and how to use them?	<input type="checkbox"/>	<input type="checkbox"/>	
v.	Electrical safety, including pre-use checks of portable appliances?	<input type="checkbox"/>	<input type="checkbox"/>	
vi.	Asbestos awareness, including the standing instruction not to undertake any work that will interfere with the fabric of the building, unless authorised by FMD?	<input type="checkbox"/>	<input type="checkbox"/>	
vii.	Risk assessments and safe systems of work specific to the work of the new starter (if not covered above)?	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Have the H&S training needs of the new starter been identified? (Please record in section 8 below).	<input type="checkbox"/>	<input type="checkbox"/>	Details of H&S training courses are on the Training Page of the H&SS website.
6. Work Outside Hours and Prohibitions		Yes	No	Comments
6.1	Have you explained the local / University policy on work outside normal working hours?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Have you explained which work activities they are not permitted to undertake, equipment they are not authorised to use, substances they must not handle and any restricted locations?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Personal Protective Equipment		Yes	No	Comments
7.1	Have you informed them of any activities for which personal protective equipment or other safety equipment is required (and why it must be used)?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Has the necessary personal protective equipment (PPE) been issued and its proper use, storage and maintenance explained?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Have you explained the procedure for reporting defective or damaged PPE and obtaining replacements?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Training				
8.1	List here any health and safety training needs identified (including timescales for attendance) and any additional H&S information required by / for the new starter:			
9. Environmental impacts		Yes	No	Comments
9.1	Have you discussed your five top impacts on the environment, e.g.: paper, lighting, computer use, travel and kettles in respect to the University of Reading Environmental policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Declaration				
<i>I certify that the above health and safety induction subjects have been explained:</i>				
Induction conducted by: (please include job title)			Date:	
Employee / student signature:			Date:	