Health & Safety Checklist for New Employees

Employee Name: _____

Start Date: ____/___/_____ Supervisor/Manager: _____

Keep the completed checklist on file and give a copy to the employee

H&S Checklist	Date completed	Review Date	Signature / Comments
Employee has been shown: € Where the emergency exits are located € Where the fire extinguishers are. € The evacuation procedure. € Where the first aid kit is. € Who first aiders are _____ (names). € The assembly area _____ (name of area). € Emergency wardens_____ (name of warden).			
Employee knows: € Responsibilities of employees. € Who the Health & Safety Officers are _____ (names). € Where Health & Safety information is kept.			
Hazards outlined: € All hazards relevant to the employee's role have been advised of, as well as hazards around the workplace that may affect the employee. € All hazards are explained and discussed with the employee. € The controls for these hazards are explained and discussed. € A list of these hazards has been given to the employee for them to keep*. € How to report hazards. € Where records of hazards are kept. € Safe work procedures.			
Specific job explained: € How to do the job safely including use of safety clothing and equipment. € The safety signs and what they mean. € How to safely use/store and maintain safety equipment, and hazardous materials that are relevant to the role.			
Employee knows how to report: € Injuries € Near-hits/near misses € Early signs of discomfort € Incident/injury forms are kept _____			

I confirm that the details in this checklist have been explained to me

Employee's signature:_____ Date_____