

Employee Name.....
Job Title.....
Department
Start Date

Hallcross Medical Services

**Employee Health and Safety
Induction Training Pack**

INDUCTION TRAINING RECORD

Health and Safety training is a legal requirement for all new members of staff at Hallcross Medical Services . It is therefore, company policy to ensure that all new employees are given sufficient information, instruction and training to enable them to carry out their duties in safety and with minimum risk to themselves and others who may be affected by their or our activities.

Go through each item on the list and tick box if completed. If a subject area has not been dealt with, enter 'No' in the box and be sure to return to it later!

	✓	Notes	
Fire Safety			
Has the fire warning system been explained to you (location of call points, sound of alarm etc.)?	<input type="checkbox"/>		
Has the means of escape been demonstrated to you from the areas in which you will work?	<input type="checkbox"/>		
Have you been shown the location of the fire assembly point where you must report in the event of a fire or emergency evacuation?	<input type="checkbox"/>		
Has the action to be taken in the event of a fire been made clear?	<input type="checkbox"/>		
Has the location of the nearest fire fighting equipment been shown?	<input type="checkbox"/>		
Has the periodic fire drill been explained?	<input type="checkbox"/>		
Has the necessity for keeping fire doors closed been emphasised?	<input type="checkbox"/>		
Has the Fire , First Aid & Emergency Contacts Notice attached to this training record been completed and explained to you?	<input type="checkbox"/>		
First Aid			
Have the emergency first aid procedures been explained?	<input type="checkbox"/>		
Has the location of the nearest first aid kit been shown?	<input type="checkbox"/>		
Do you know who to contact if you or someone else needs first aid?	<input type="checkbox"/>		
Have the procedures for reporting accidents and incidents been explained?	<input type="checkbox"/>		
Is the Accident Book readily available to you?	<input type="checkbox"/>		
Welfare Facilities			
Have the facilities for taking rest breaks been explained to you?	<input type="checkbox"/>		
Have you been made aware of where you may eat and drink?	<input type="checkbox"/>		
Have you been shown the location of toilet facilities?	<input type="checkbox"/>		
Have you been shown the location of hand-washing facilities?	<input type="checkbox"/>		
Have you been shown where personal clothing is left whilst at work?	<input type="checkbox"/>		
General Safety Issues			
Has it been explained to you where to go, who to call, who to ask for help and advice regarding safety issues?	<input type="checkbox"/>		
Have you undertaken a tour of the workplace?	<input type="checkbox"/>		
Do you know what to do to report defective equipment?	<input type="checkbox"/>		
Has the hazard reporting procedure been explained to you?	<input type="checkbox"/>		
Have you been made aware of the risks associated with work tasks that you are expected to carry out?	<input type="checkbox"/>		
Have any 'safe methods of working' been communicated to you?	<input type="checkbox"/>		
Has it been made clear that gangways, exits etc. must always be kept clear of obstructions?	<input type="checkbox"/>		

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Have those areas that have restricted access (if any) been explained?

Has the meaning of any safety signs (if relevant) been explained?

Have the rules on smoking been explained to you?

Has the necessity for wearing any protective clothing been made clear (if relevant)? Have you signed for receipt of this equipment?

Has attention been drawn to lifting and handling assessments and procedures where relevant?

Have you been made aware of the company Health and Safety policy?

Have you read and understood the organisation's Employee Health and Safety Handbook and signed to verify understanding of it?

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Think safely. Do not do anything that you are not trained to do. Workplaces can be dangerous places. Slips, trips and falls are a major accident cause. Ensure that your work area is kept clean and tidy at all times.

IF IN DOUBT – ASK YOUR SUPERVISOR OR LINE MANAGER!

NEW EMPLOYEE:

Name (print)..... Signature..... Date

INDUCTION CARRIED OUT BY:

Name (print)..... Signature.....

Position

NB. A copy of this checklist will be retained in your personnel file.

Information for Young Persons (16 - 18 year olds)

IF YOU ARE UNDER THE AGE OF 18 YOU ARE CONSIDERED TO BE A YOUNG PERSON AND AS SUCH A SPECIFIC RISK ASSESSMENT WILL BE UNDERTAKEN WITH YOU AND YOUR LINE MANAGER BEFORE YOU COMMENCE WORK.

1. Young persons are not allowed to operate any equipment unless they have received formal instruction and training on its use and safe operation.
2. The Employee Safety Handbook that has been issued to you contains further information that you should read and UNDERSTAND.

**If you are unsure on any aspect of your job or the information you have been given, you should ask your Supervisor immediately.
Do not ASSUME anything - ASK FIRST!!**

Hallcross Medical Services

There are two Fire, First Aid & Emergency Contacts Notices attached to this Employee Induction Training Pack.

The first is for use in premises where passenger or goods lifts are used.

The second is for use in premises where there are no lifts.

Complete the appropriate notice and hand it to the new employee. Destroy the one that is not required.

FIRE ACTION NOTICE



Raise or sound the alarm



Alert the Fire Brigade

Dial: **999**



Only attack the fire if it is safe and you have been trained to do so



Leave by the nearest fire exit



Go to the assembly point
Located at:



In the event of fire do not use this lift

Do not use lifts!

Do not run
Do not return into the building
Only return when authorised to do so

Site Personnel with Fire Safety Responsibility

Responsible Person:

Fire Safety Manager:

Deputy:

Fire Wardens/ Marshalls:

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Emergency Contacts

Dial 999 or 112

for Ambulance, Fire or Police

Be ready to provide the following information:

* Location of the emergency

* Nature of the incident

* Your name

Emergency Service

Telephone

Hospital:

Doctor:

Ambulance:

Local Police:

Fire Brigade:

Enforcing Authority
HSE or Local Authority:

Gas Service:

Electricity Service:

www.peninsula-uk.com

First Aid

Name(s) / Location of nearest
First Aider(s) or Emergency First
Aider(s)

Name(s) / Location of nearest
Appointed Person(s)

Location of First Aid Kit(s)

Location of First Aid Treatment/
Accident Records

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