

HEALTH & SAFETY INDUCTION TRAINING CHECK LIST

Please ensure that all employees complete a Health and Safety Training Checklist at Induction

Employee Name _____	<i>Tick when actioned</i>
A. Fire	
Action in the event of a fire/fire alarm	
Fire exits and routes out of building	
Fire Extinguisher points in building	
Location of fire assembly point (external)	
B. First Aid	
Action in the event of an accident	
Location and name of First Aiders	
Location of First Aid Boxes/Accident Book	
C. Welfare	
Location of toilets/washing facilities	
Location of kitchen area	
D. Health & Safety Policy Statement	
View Company Health & Safety policy document	
E. Work Place Assessment	
Complete DSE Work Station Assessment	
F. Other	
(Medical Conditions/Driving/Work Specific)	

Date _____

Signature _____

Manager _____