

Health and Safety Induction Checklist (employees only)

Name of Person		Location	
Date of Induction		Inductor	

	The Inductor must cover all of the following points:	Initial			
1.	Talk through the Craggy Ranges Health and Safety Policy. <ul style="list-style-type: none"> • Provide the new starter a copy of the Policy or show where this is available for reference. • Discuss the key responsibilities of Craggy Range as an employer. • Discuss the responsibilities of employees for keeping themselves and others safe • Show the location of Health & Safety documents e.g. The Vine, noticeboards, shared drive as appropriate. 				
2.	Inform the new starter of : <ul style="list-style-type: none"> • The emergency evacuation process and alarm system. • How to contact the emergency services. • Explain the fire alarms and fire drills. 				
3.	Inform of the procedure for reporting and investigating an accident, incident or near miss.				
4.	Show and discuss the Hazard Register of the area. Discuss relevant hazards to their job and control measures for the location.				
5.	Explain the Rehabilitation Procedure and location of Procedure on H&S noticeboards.				
6.	Discuss Personal Protective Equipment (PPE), if applicable				
7.	Discuss the H&S Reps Committee and Team meetings.				
8.	Show the location of: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Emergency Exits • Evacuation Routes • Assembly Points </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Fire Extinguishers • Fire Alarm Call Points • First Aid Kit </td> </tr> </table>	<ul style="list-style-type: none"> • Emergency Exits • Evacuation Routes • Assembly Points 	<ul style="list-style-type: none"> • Fire Extinguishers • Fire Alarm Call Points • First Aid Kit 		
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9.	Show the location of Health and Safety Notice Board (which should display much of the above information).				
10.	Show list of First Aiders and Fire Wardens.				
11.	Discuss any further job specific H&S training that may be required: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Manual Handling <input type="checkbox"/> • First Aid <input type="checkbox"/> • Fork Lift Driving <input type="checkbox"/> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Lone Working <input type="checkbox"/> • GrowSafe Certificate <input type="checkbox"/> • Food Hygiene <input type="checkbox"/> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • ATV Driving <input type="checkbox"/> • Tractor Driving <input type="checkbox"/> • VDU <input type="checkbox"/> </td> </tr> </table> <u>Other Please Specify:</u> 	<ul style="list-style-type: none"> • Manual Handling <input type="checkbox"/> • First Aid <input type="checkbox"/> • Fork Lift Driving <input type="checkbox"/> 	<ul style="list-style-type: none"> • Lone Working <input type="checkbox"/> • GrowSafe Certificate <input type="checkbox"/> • Food Hygiene <input type="checkbox"/> 	<ul style="list-style-type: none"> • ATV Driving <input type="checkbox"/> • Tractor Driving <input type="checkbox"/> • VDU <input type="checkbox"/> 	
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Any Additional Comments:

Declaration

I confirm that I have read and understand the Craggy Range Health and Safety Policy. I confirm I have been advised of and agree with the process of election of H&S representatives.

In addition I have completed the above Induction and agree to comply fully with the Craggy Range H&S Policy and all its associated Policies and Procedures.

Name: _____

Signature: _____

Date: _____