



Occupational Health and Safety Induction Training

New employee

INTRODUCTION

The *Occupational Health and Safety Act, No. 85 of 1993* requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health & safety of their employees.

On taking up a new appointment, line managers have a duty to ensure that all new members of staff receive an effective health and safety induction, and understand the relevant information given. The new employee should be advised on policies and procedures that will allow them to work safely, which will include arrangements for first aid, fire and evacuation etc.

In terms of section 13 of the Occupational Health and Safety Act:

Duty to Inform:

- a. *Without derogating from any specific duty imposed on an employer by this Act, every employer shall- as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.*

In terms of section 14 of the Occupational Health and Safety Act:

General Duties of Employees at Work:

- a. *Take all reasonable care not to harm yourself or other people around you or interfere with their safety and health.*
- b. *Cooperate with management or other persons on the premises to ensure that they comply with their duties or requirements as laid upon them.*
- c. *Carry out all lawful orders given to you and obey the health and safety rules and procedures laid down for the premises.*
- d. *Report any unsafe situations or conditions that may affect your health to your manager or Health and Safety Representative who will ensure action is taken within a reasonable space of time. If not resolved, escalate until such time as it is resolved.*
- e. *Report any incident that has or could have affected your health to your manager or the Health and Safety Representative for your area. (An incident includes; near hits, damages, injuries, illness, disease or deaths in the cause of your employment).*

Health and Safety Induction Checklist

When induction to health and safety training is completed, the relevant box should be initialled. For items not covered, comments should be recorded giving reasons.

Company Name			
Company Branch			
Date of Employment			
Employee information			
Name		Surname	
Department		Job title	
Next of kin details			
Name		Surname	
Contact number		Relationship	
Name		Surname	
Contact number		Relationship	

Accident and hazard reporting				
Procedure for the reporting of an injury on duty / accident / incident / near miss, including incidents occurring off-site / away from usual workplace	Yes	No	N/A	
Documents to be completed for an incident or a near miss.	Yes	No	N/A	
Documents to be completed in the event of an injury on duty or illness on duty.	Yes	No	N/A	
Communication on safety, health and environmental concerns				
How staff can locate OHS information.	Yes	No	N/A	
Formal channels of communication within the company, e.g. meetings, safety committees or other forum where management meet with employee representatives (union or otherwise)	Yes	No	N/A	
Fire and emergency procedures				
How to raise the alarm in the event of an emergency	Yes	No	N/A	
Lockdown / duress procedure	Yes	No	N/A	
Evacuation procedure	Yes	No	N/A	
Emergency exit routes, alarm call points	Yes	No	N/A	
Location of extinguishers	Yes	No	N/A	
Assembly point	Yes	No	N/A	
If new Employee has a disability, is a Personal Emergency Evacuation Plan (PEEP) required?	Yes	No	N/A	
First aid provision				
Names and locations of first aider and first aid equipment.	Yes	No	N/A	
Where to go for first aid assistance	Yes	No	N/A	
Location of first aid boxes/equipment	Yes	No	N/A	
Issue of 'travelling first aid kits' as per company policy.	Yes	No	N/A	
Occupational safety, health and environmental policy statement				
Employers & Employees Duties under OHS act	Yes	No	N/A	
Participation of employees	Yes	No	N/A	
Housekeeping arrangements and defect reporting				
Principles of good housekeeping, particularly Fire safety - Storage of combustibles	Yes	No	N/A	
Signing in & out system	Yes	No	N/A	
Keeping corridors & exit routes clear of obstructions	Yes	No	N/A	
Electrical safety - Regularly checking for obvious faults such as loose wires	Yes	No	N/A	
Not using obviously defective equipment and procedures for taking out of service	Yes	No	N/A	
How to identify an appliance that has been tested and the frequency of testing where applicable.	Yes	No	N/A	
Note that staff must not bring any electrical item of equipment to the workplace unless authorised by Site manager	Yes	No	N/A	
General workplace safety - Avoiding trip-hazards, e.g. cables, wires, boxes in main foot-traffic routes.	Yes	No	N/A	
Copy of the "Right to Know" document given.	Yes	No	N/A	
Keeping workplace clean & tidy as far as possible	Yes	No	N/A	
Procedure for reporting any building / maintenance defects and concerns relating to Occupational health, safety and environment.	Yes	No	N/A	

Infection control				
Principles of good hygiene.	Yes	No	N/A	
Any specific risks of infection due to nature of work and provision of immunisation e.g. Hepatitis B	Yes	No	N/A	
Job specific training needs				
Discuss specific training needs with new Employee to identify additional training or instruction s/he may need e.g.: - Manual handling	Yes	No	N/A	
Use of specific machinery	Yes	No	N/A	
Specialised work activities	Yes	No	N/A	
Risk assessments - Familiarise new Employee with equipment and machinery that s/he will commonly use	Yes	No	N/A	
Lone working/personal safety				
<i>Lone working means work carried out unaccompanied or without immediate access to assistance.</i> Explain company's procedures for lone working. Work involving significant risks (e.g. work at height) not to be undertaken whilst working alone.	Yes	No	N/A	
Medicines				
Company policy regarding the use of the medical facilities.	Yes	No	N/A	
Personal protective equipment (PPE)				
Arrange for necessary clothing/equipment to be ordered	Yes	No	N/A	
Why clothing/equipment needed How to request replacement equipment/clothing How to wear properly How to store properly How to check for and report defects Signing of receipt documents.	Yes	No	N/A	
Hazard identification and risk assessments (HIRA)				
Principles and location of company HIRA documents	Yes	No	N/A	
Site/premises hazards	Yes	No	N/A	
Procedures for safe systems of work	Yes	No	N/A	
Lone working – reporting/buddy systems	Yes	No	N/A	
New and expectant mothers risk assessment (if applicable)	Yes	No	N/A	
Determine whether new Employee has any health, medical or mobility issues that could affect his/her safety at work or safety of others. If so, record a 'special' risk assessment detailing how these needs will be catered for daily and in an emergency evacuation situation.	Yes	No	N/A	
Specific site hazards				
Local Manager to explain	Yes	No	N/A	
Work at height				
Detail restrictions on staff using steps and ladders, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by contractors etc.	Yes	No	N/A	
In service training to be done prior to working on heights	Yes	No	N/A	
Workplace facilities				
Tour of workplace, including all common areas if workplace is shared with other occupiers	Yes	No	N/A	
Toilets	Yes	No	N/A	
Kitchen	Yes	No	N/A	
Tea/Coffee/Drinking Facilities	Yes	No	N/A	

Staff/rest room	Yes	No	N/A	
Applicable policies and procedures				
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
Other				
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	

I hereby confirm that the above Occupational Health, Safety and Environmental induction information has been provided and explained to me and I fully understand my responsibilities towards Occupational Health and Safety.

Name of Employee:	
Job Title:	
Employees Signature:	
Managers Name:	
Position:	
Managers Signature:	
Name of person doing the health and Safety induction training	
Name and Surname:	
Position:	
Signature:	
Once the employee and manager have signed the form to say that the induction process has been completed the form must be placed upon the employees personnel file.	