



Policy:	New Employee Safety, Health & Environment Induction Checklist	Reference:	NEHICSES0050
		Review Date:	05/2023

- **All New Staff** must complete a New Starter Safety, Health and Environment Induction Checklist.
- This form must be **completed by line manager** with the new starter.
- The emergency procedures should be demonstrated to the individual upon their **first day** of employment.
- Subsequent sections should be completed within the individual's probation period, during or before practical work begins.
- Copies of the forms should be retained for personnel records and training matrix.
- On completion of inductions, procedures and toolbox talks, individual staff records and training matrix to be updated.
- Completion of New Starter Inductions will be periodically audited.

	Yes:	No:	Date Delivered:
Emergencies and Fire arrangements Must be Completed on First day:			
Has the new starter been informed of?			
The procedure to follow on discovering a fire or hearing the fire alarm?			
Where the nearest fire escape routes (including alternative routes) and fire exits are in the building?			
Where is the fire assembly point located and the role of Fire Marshals?			
Where the fire extinguishers are positioned, how they operate, what type of fire they are suitable?			
Where the nearest fire alarm call-point is and described what the fire alarm sounds like?			
How to open fire doors e.g., door release buttons and push bars?			
When the weekly fire alarm test takes place?			
The procedure to follow on discovering an emergency where casualties are present?			
Location of the nearest First Aid Box?			
How to call a first aider.			
Emergency services.			
The procedure for notifying accidents and incidents. Who to call and when?			
Location of the accident/incident forms.			
Employee Responsibilities.			
Have the new employees been informed of their responsibilities to? -			
Take reasonable care of their own health and safety.			

	Yes:	No:	Date Delivered:
Emergencies and Fire arrangements Must be Completed on First day:			
Has the new starter been informed of?			
Take reasonable care towards others in their workplace, i.e., not to put others intentionally or carelessly at risk.			
Drugs and alcohol policy.			
Co-operate with their line manager on health and safety matters i.e., by using safety equipment provided and following safe working procedures.			
Report any defective equipment or other hazardous conditions to their line manager.			
Inform their line manager of any disabilities or health conditions that may have health and safety implications.			
Attend training identified as necessary for their normal duties or for health and safety purposes.			
Are managers aware that they are responsible for the health and safety of their direct reports? (NA for non-managers)			
Have managers accessed and arranged adequate Safety Health and Environment instruction and training to allow this?			
Risk Assessments and Training.			
Has the new starter been informed of? -			
Health and safety risk assessments or COSHH assessments carried out for their work and safe systems of work that must be followed?			
Training necessary for them to be able to perform their duties safely e.g., COSHH awareness, manual handling etc.			
Face to face training necessary to be able to perform their duties safely e.g., COSHH awareness, manual handling, etc			
Entitlement to a free eye test and a contribution towards corrective lenses if required for Display Screen Equipment (DSE) Use after identification of eye problems following completion of a DSE self-assessment form.			
If they are to use equipment or machinery, have they been shown how to use it safely, and what the safety features are to protect them?			
Has the employee been given the relevant Toolbox talks relevant to their work responsibilities? Access to copies to future reference.			

Health and Safety Polices & Information. Has the new started been informed of: -			
Has the new starter been informed of SES Engineering (Newark) Ltd.'s Environmental Policy?			
Prohibitions. Has the new started been informed of: -			
Which work activities they are not permitted to undertake, equipment they are not authorised to use and substances they must not handle?			
Accidents and Incident Reporting. Has the new starter been informed of:			
The accident and dangerous occurrence reporting procedure and where the accident reporting form can be found?			
Report any accidents, near miss incidents and work-related ill health to their line manager and the Health & Safety representative.			
Personal Protective Clothing / Footwear & Equipment. Has the new started been informed of:-			
Activities they will be involved with, for which protective clothing, safety footwear or other safety equipment is required (and why it must be used)?			
The necessary protective clothing, footwear and equipment been issued?			
How to use personal protective equipment (PPE) properly and how it should be stored and maintained?			
Additional Policies. Has the new started been informed of: -			
Employment Contract and working hours.			
Maximum weekly working time opt out.			
Drugs and alcohol.			
Equality and diversity.			
Data protection / GDPR.			
Weekly time sheets.			
Signed by: -		Date:	
New Starter:			
Line Manager:			

Additional Comments:

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