

<b>BASIC HEALTH AND SAFETY INDUCTION</b>			
<b>NAME OF EMPLOYEE:</b>		<b>JOB TITLE:</b>	
<b>DATE COMMENCED WORK:</b>		<b>PLACE OF WORK:</b>	
<b>SUBJECT</b>			<b>DATE</b>
Company Health & Safety Manual Incl. Names, titles and duties allocated to various employees			
Location and purpose of any safety instructions, procedures and notices			
Location of sanitary and welfare facilities			
Hazards of the workplace and precautions to be taken			
Hazards relating to other activities in which the employee is not directly involved but should be made aware of			
Protective equipment available, how it is obtained and when it should be used			
Procedure to take in the event of a fire Incl. location of fire exits and assembly point(s), manual call points, and firefighting equipment			
Procedure to take in the event of an accident or serious illness at work			
Procedure to take for hazard reporting			
Employee health and safety responsibilities			
Relevant risk assessments Incl. COSHH assessments & MSDS (where necessary)			
<b>EMPLOYEE CONFIRMATION</b>			
I confirm I have made myself familiar with the Health & Safety Policy and Risk Assessments relating to my employment. I understand and accept my responsibilities as an employee with regards to health and safety.			
<b>SIGNED (EMPLOYEE):</b>			
<b>SIGNED (MANAGER):</b>		<b>DATE INDUCTION COMPLETED:</b>	