

## Health, Safety and Environment Induction Report

Name of employee:	
Employee No:	Date employment commenced:
Institute / Department:	
Name of manager or supervisor:	
Name of Institute / Departmental Health and Safety Co-ordinator:	

To be completed for all new employees (or those moving to new jobs within the University).

It is the **employees'** responsibility to ensure completion of both Parts 1 & 2 (in conjunction with your manager and Health and Safety Co-ordinator) and return to your Institute or Departmental Administrator as follows:

- Full-time staff: within two weeks of commencing work
- Short-term / Casual Staff: within two days of commencing work.

For staff working at locations other than AU the induction can take place via telephone and e-mail. The items marked with an asterisk \* should be for the workplace/s concerned. The member of staff should contact the relevant person to complete these sections (eg the school secretary if working in a school).

This form is to be held as part of the employee's personal record within the Institute / Department for the duration of their employment, following which it should be archived for three years.

<b>PART 1. General Information</b>	Date completed
*Location of nearest fire alarm call point (break glass) to work area. *When and how to activate the call point. *What to do if you hear the fire alarm.	
*First aid (and how it is organised in the department)	
Reporting accidents / incidents / near misses (incident report forms and how they are to be completed: <a href="https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/">https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/</a> )	
*Who to report problems to (re. equipment, facilities etc)	
University Health, Safety & Environmental policies (Including the University's Health and Safety Policy and associated roles and responsibilities, and an awareness of the Health and Safety Executive's Health and Safety Law information: <a href="https://www.aber.ac.uk/en/hse/policy/">https://www.aber.ac.uk/en/hse/policy/</a> )	
Prevent Duty Awareness (View and complete the training material available at: <a href="https://www.aber.ac.uk/en/hse/proc-prac/prevent/">https://www.aber.ac.uk/en/hse/proc-prac/prevent/</a> )	
Institute / Departmental safety rules and procedures (Institute/Department Health and Safety Handbook received, and noticeboard indicated)	
Completion of the Health and Safety Essentials e-learning course ( <a href="https://www.aber.ac.uk/en/hse/training/hseessentials/">https://www.aber.ac.uk/en/hse/training/hseessentials/</a> )	
Signature of employee	Signature of manager/supervisor or Health and Safety Co-ordinator
Date:	Date:

**PART 2. HS&E Training Needs Assessment** (for completion by Manager or Supervisor)

It is the responsibility of the manager or supervisor to identify the training needs of an employee and to arrange for training to be undertaken (either by specific on-the-job sessions, or attendance at University or external courses). For information relating to the courses offered by the Health, Safety and Environment Department, including suggested training matrix please go to: <https://www.aber.ac.uk/en/hse/training/>.

No employee should undertake an activity which includes elements of risk unless training has been received.

Examples of areas for consideration include:

- Manual handling
- Power tools and other hazardous equipment
- Hazardous materials
- Working in enclosed spaces
- Risk Assessment
- Display screen equipment
- Personal protective equipment
- Pressure systems
- Working at height
- Environmental Awareness
- Fire marshalling
- Heat and cold
- Food health regulations
- Waste storage and disposal
- IOSH Working Safely or Managing Safely

*This list is not exhaustive - all elements of a job need to be evaluated for risk*

<b>Activity / Area for Training</b>	<b>Training already received</b> <i>(give date and attach details)</i>	<b>Training to be arranged</b> <i>(state who is responsible and deadline for completion)</i>
Signature of employee	Signature of manager/supervisor	
Date:	Date:	