

INDUCTION TRAINING

SIGN OFF RECORD

Signature

Date

Employee name

INDUCTION TRAINING CONTENT	SIGNATURE OF ATTENDEE	PRINT NAME
General job description, hours of work and general expectations		
Health and Safety Policy and risk assessments for site		
Site tour and introduction to work equipment used		
Welfare facilities (canteen, toilets, hand wash facilities, smoking, eating, PPE locker etc.)		
Fire procedures and location of fire extinguishers		
First Aid Procedures and location of First Aid equipment		
Emergency Procedures (gas / fuel leak, loss of electricity, power line strike, spillage of chemical etc.)		
Personal Protective Equipment issue and maintenance		
Manual handling and lifting		
Hazardous substances in use		
Safe systems of work (Agreed ways of working)		
Identification of significant or special risks		
Discussion over equipment they are authorised to use and key tasks undertaken		



NFU Mutual
Risk Management Services

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