

Health and Safety Induction Checklist

Employee Name: _____

Position: _____

Induction Conducted By: _____

Date of Induction: _____

1. Legal Requirements

Item	Yes	No	Date Completed
Explain the employee's legal responsibilities	[]	[]	_____
Provide information on relevant health & safety laws	[]	[]	_____
Ensure employee understands their rights in the workplace	[]	[]	_____

2. Workplace Hazards

Item	Yes	No	Date Completed
Identify general hazards in the workplace	[]	[]	_____
Discuss specific hazards related to the employee's role	[]	[]	_____
Explain how to minimize or avoid these hazards	[]	[]	_____

3. Emergency Procedures

Item	Yes	No	Date Completed
Show fire exits and evacuation routes	[]	[]	_____
Explain the emergency alarm system	[]	[]	_____
Discuss procedures for reporting emergencies	[]	[]	_____

4. Personal Protective Equipment (PPE)

Item	Yes	No	Date Completed
Provide and demonstrate necessary PPE	[]	[]	_____
Explain when and how to use PPE	[]	[]	_____
Ensure proper fit and comfort of PPE	[]	[]	_____

5. First Aid Procedures

Item	Yes	No	Date Completed
Show the locations of first aid kits	[]	[]	_____
Identify trained first aiders in the workplace	[]	[]	_____
Explain what to do in case of injury	[]	[]	_____

6. Incident Reporting

Item	Yes	No	Date Completed
Explain the process for reporting accidents or near misses	[]	[]	_____
Discuss the importance of reporting unsafe conditions	[]	[]	_____
Introduce any online or paper-based reporting systems	[]	[]	_____

7. Roles and Responsibilities

Item	Yes	No	Date Completed
Clarify the health and safety responsibilities of the employee	[]	[]	_____
Identify who is responsible for health and safety in the workplace	[]	[]	_____
Discuss how to escalate concerns	[]	[]	_____

Additional Notes:

Signatures:

Employee Signature: _____ **Date:** _____

Inductor Signature: _____ **Date:** _____