**Health & Safety Checklist for New Employees**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_/\_\_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Keep the completed checklist on file and give a copy to the employee**

|  |  |  |  |
| --- | --- | --- | --- |
| **H&S Checklist** | **Date** **completed** | **Review****Date** | **Signature/****Comments** |
| Employee has been shown:* Where the emergency exits are located
* Where the fire extinguishers are.
* The evacuation procedure.
* Where the first aid kit is.
* Who first aiders are \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (names).
* The assembly area \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of area).
* Emergency wardens\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of warden).
 |  |  |  |
| Employee knows:* Responsibilities of employees.
* Who the Health & Safety Officers are \_\_\_\_\_\_\_\_\_\_ (names).
* Where Health & Safety information is kept.

  |  |  |  |
| Hazards outlined:* All hazards relevant to the employee’s role have been advised of, as well as hazards around the workplace that may affect the employee.
* All hazards are explained and discussed with the employee.
* The controls for these hazards are explained and discussed.
* A list of these hazards has been given to the employee for them to keep\*.
* How to report hazards.
* Where records of hazards are kept.
* Safe work procedures.
 |  |  |  |
| Specific job explained:* How to do the job safely including use of safety clothing and equipment.
* The safety signs and what they mean.
* How to safely use/store and maintain safety equipment, and hazardous materials that are relevant to the role.
 |  |  |  |
| Employee knows how to report:* Injuries
* Near-hits/near misses
* Early signs of discomfort
* Incident/injury forms are kept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |

I confirm that the details in this checklist have been explained to me

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_