**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_