New Starter Safety, Health and Environment (SHE) Induction Checklist

1. ***All New Staff*** must complete a New Starter Safety, Health and Environment Induction Checklist. A separate form is available for students.
2. This form must be ***completed by line manager*** with the new starter.
3. The emergency procedures should be demonstrated to the individual upon their ***first day*** of employment.
4. Subsequent sections should be completed within the following 4 weeks or before practical work begins.
5. Copies of the forms should be retained for local unit / research centre records.
6. Staff development should be informed upon completion of inductions so that this can be added to individuals’ staff development records.
7. Completion of New Starter Inductions will be periodically audited

|  | | Yes | No | Date Delivered |
| --- | --- | --- | --- | --- |
| **Emergencies and Fire Arrangements MUST BE COMPLETED ON FIRST DAY**  Has the new starter been informed of:- | | | | |
| The procedure to follow on discovering a fire or hearing the fire alarm? | |  |  |  |
| Where the nearest fire escape routes (including alternative routes) and fire exits are in the building? | |  |  |  |
| Where are the fire assembly points located and the role of Fire Marshals? | |  |  |  |
| Where the fire extinguishers are positioned, how they operate, what type of fire they are suitable? | |  |  |  |
| Where the nearest fire alarm call−point is (i.e., break glass) and described what the fire alarm sounds like? | |  |  |  |
| How to open fire doors e.g., door release buttons and push bars? | |  |  |  |
| When the weekly fire alarm test takes place? | |  |  |  |
| Location of the nearest First Aid Box? | |  |  |  |
| How to call a first aider Extn 0909? | |  |  |  |
| The procedure for notifying accidents and incidents – online, paper or by contact with the SHE office on Extn 5365 / 0637 / 5166 | |  |  |  |
| Location of the online incident forms and general safety information  General [Health and Safety information](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/a-z)  [Accident incident reporting](https://www.riddox.co.uk/form/MHZ1amdBUWQwWE1DU3FqckJkNVRFbExqMWMxY2lyWDVkaDViREc3VFBUaHpRcjdOdW0vaGNYcEZIVDNOb3cvTQ==) | |  |  |  |
| **Employee responsibilities**  Has the new starts been informed of their responsibilities to:- | | | | |
| Take reasonable care of their own health and safety | |  |  |  |
| Take reasonable care towards others in their workplace, i.e., not to put others intentionally or carelessly at risk | |  |  |  |
| Co-operate with their principal investigator or line manager on health and safety matters i.e., by using safety equipment provided and following safe working procedures | |  |  |  |
| Report any defective equipment or other hazardous conditions to their principal investigator or line manager | |  |  |  |
| Report any accidents, near miss incidents and work-related ill health to their principal investigator or line manager and the Safety Health and Environment Office | |  |  |  |
| Inform their principal investigator or line manager of any disabilities or health conditions that may have health and safety implications | |  |  |  |
| Attend training identified as necessary for their normal duties or for health and safety purposes | |  |  |  |
| Are managers aware that they are responsible for the health and safety of their direct reports?  (NA for non-managers) | |  |  |  |
| Have managers accessed and arranged adequate Safety Health and Environment instruction and training to allow this?  (NA for non-managers) | |  |  |  |
| **Risk Assessments and Training**  Has the new starter been informed of:- | | | | |
| The findings of health and safety risk assessments or COSHH assessments carried out for their work and safe systems of work that must be followed? | |  |  |  |
| Training necessary for them to be able to perform their duties safely e.g. COSHH awareness, manual handling etc  Mandatory e-learning modules should be completed within the first 4 weeks  [Training Record](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/Record-of-Safety-Related-Training-1.docx) | |  |  |  |
| Face to face training necessary to be able to perform their duties safely e.g. COSHH awareness, manual handling, etc | |  |  |  |
| Entitlement to a free eye test and a contribution towards corrective lenses if required for Display Screen Equipment (DSE) Use after identification of eye problems following completion of a [DSE](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/training) self-assessment form. | |  |  |  |
| If they are to use equipment or machinery, have they been shown how to use it safely, and what the safety features are to protect them? | |  |  |  |
| **Health and Safety Polices & information** | | | | |
| Has the new starter been informed of the SGUL Health and Safety Policy and the lone working policy? | |  |  |  |
| Has the new starter been informed of the SGUL Safety, Health and Environment Committees and their structure? | |  |  |  |
| Have they been told who their Unit / Research Institute, Research Centre and Union Safety Advisers are? | |  |  |  |
| Have they been given a copy of the Local Rules and any other local or SGUL health and safety information relevant to their work? | |  |  |  |
| Have they been made aware of the following University Services, and how to contact them if advice is needed: | |  |  |  |
| Security (Emergency Number Extn 0909 | |  |  |  |
| Safety Health and Environment Office Extn 0637 / 5365 / 5166 | |  |  |  |
| Have they been told where to find current Safety, Health and Environment information  [Safety web pages](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/a-z#t) | |  |  |  |
| Occupational Health Service Extn 1661 / 1662 / 1663 | |  |  |  |
| University Counselling Service 2nd floor Hunter Wing (Tel: 3628) | |  |  |  |
| Welfare and Breastfeeding Room 2nd floor Hunter Wing | |  |  |  |
| Location of the Emergency Department in St. James Wing of the hospital | |  |  |  |
| **Work outside hours and prohibitions**  Has the new started been informed of::- | | | | |
| The work which is / is not allowed outside normal working hours and the local policy regarding lone working? | |  |  |  |
| Which work activities they are not permitted to undertake, equipment they are not authorised to use and substances they must not handle? | |  |  |  |
| **Accidents and incident reporting**  Has the new starter been informed of:- | | | | |
| The accident and dangerous occurrence reporting procedure and where the accident reporting form can be found at  [Accident and Incident reporting](https://www.riddox.co.uk/form/MHZ1amdBUWQwWE1DU3FqckJkNVRFbExqMWMxY2lyWDVkaDViREc3VFBUaHpRcjdOdW0vaGNYcEZIVDNOb3cvTQ==) | |  |  |  |
| **Personal Protective Clothing / Footwear & Equipment**  Has the new started been informed of:- | | | | |
| Activities they will be involved with, for which protective clothing, safety footwear or other safety equipment is required (and why it must be used)? | |  |  |  |
| The necessary protective clothing, footwear and equipment been issued? | |  |  |  |
| How to use personal protective equipment (PPE) properly and how it should be stored and maintained? | |  |  |  |
| **Waste Disposal**  Has the new starter been informed how to dispose of their waste appropriately? | | | | |
| Recycling waste | |  |  |  |
| Other non-laboratory general waste | |  |  |  |
| Clinical waste | |  |  |  |
| Non-clinical laboratory waste | |  |  |  |
| Cytotoxic Waste | |  |  |  |
| Autoclave Waste | |  |  |  |
| Chemical Waste | |  |  |  |
| Waste Electronic and Electrical Equipment | |  |  |  |
| Confidential Waste | |  |  |  |
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| **Health and Safety Issues specific to the area and project not discussed above** | | | | |
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| Signed by:- |  | Date: | | |
| New Starter |  | | | |
| Line Manager |  | | | |