

## Workplace Introduction Checklist

Programme Name \_\_\_\_\_

Employee Name \_\_\_\_\_ Position Job Title \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Supervisor/Manager \_\_\_\_\_

### This workplace

I have been shown/introduced to;

- ☐ My supervisor/manager
- ☐ Other employees
- ☐ The children
- ☐ Key jobs, tasks and responsibilities
- ☐ Work area, toilets, eating and drinking facilities
- ☐ Where to read/note communications

### Employment Conditions

- ☐ Work times and meal breaks
- ☐ Rates of pay and how payment is made
- ☐ Leave entitlement
- ☐ Sick leave & who to call if I am unable to work

### HEALTH AND SAFETY

I have been shown:

- ☐ How to do my job safely including the use of any appropriate safety equipment
- ☐ The safety signs and what they mean
- ☐ How to safely use/store and maintain safety equipment
- ☐ How to safely use/store and maintain equipment, machinery, tools and hazardous substances

I know;

- ☐ My responsibilities as an employee
- ☐ Who to report health and safety issues to
- ☐ Where health and safety information and incident/injury forms are kept

Signed:

### Hazards

I know;

- ☐ The existing hazards in my workplace
- ☐ The controls for these hazards
- ☐ How to report new hazards
- ☐ Where records of hazards are kept
- ☐ Safe work procedures
- ☐ That I will receive the results of personal health monitoring

### Emergencies

I am familiar with

- ☐ The emergency exits
- ☐ The fire extinguishers and their locations
- ☐ The evacuation procedure
- ☐ The first aid kit and its location
- ☐ The first aiders
- ☐ The assembly area is: \_\_\_\_\_
- ☐ The emergency warden is: \_\_\_\_\_

### Incidents and Injuries

I know how to report:

- ☐ Injuries
- ☐ Near-hits/near misses
- ☐ Early signs of discomfort
- ☐ I report to \_\_\_\_\_
- ☐ I know reports will be investigated and I will be kept informed of the results

Date: