

## HEALTH & SAFETY RECORD

**INDUCTION TRAINING RECORD**  
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**EMPLOYEE NAME:**

SUBJECT (General Induction)	DATE	RECEIVED (Signature)	DOC REF	SUBJECT (Location Induction)	DATE	RECEIVED (Signature)	DOC REF
Company Health & Safety Policy/Procedures				Company Health & Safety Policy/Procedures			
Organisation & Responsibilities				Organisation & Responsibilities			
Managing H&S – monitoring/assessment				Managing H&S – monitoring/assessment			
Training				Training			
Fire/Emergency (precautions, procedure etc)				Fire/Emergency (precautions, procedure etc)			
First Aid* & Inoculations				First Aid * & Inoculations			
Accident/Incident/Prescribed Illness/Dangerous Occurrence Reporting				Accident/Incident/Prescribed Illness/Dangerous Occurrence Reporting			
Welfare & Personal Safety				Welfare & Personal Safety			
General Office Safety (incl DSE)				General Office Safety (incl DSE)			
Restrictions – smoking, access, security etc				Restrictions – smoking, access, security etc			
Lifting & Handling				Lifting & Handling			
Housekeeping & Waste				Housekeeping, & Waste			
Hazardous Materials, COSHH				Hazardous Materials, COSHH			
Personal Protective Equipment (PPE)				Personal Protective Equipment (PPE)			
Work Equipment (incl machinery, tools etc)				Work Equipment (incl machinery, tools etc)			
Vehicles				Vehicles			
Permits to Work/Method Statements				Permits to Work/Method Statements			
Working at Height				Working at Height			
Contractors/Sub-Contractors				Contractors/Sub-Contractors			
Other				Other			

 General Induction Completed By (Name) ..... (Signature)
   
 .....

Location ..... Location Induction Completed By (Name) ..... (Signature) .....

**ISSUE OF PPE, ANY ADDITIONAL WRITTEN POLICIES/PROCEDURES, CODES OF PRACTICES ETC SHOULD BE RECORDED ON PAGE 2**

## HEALTH & SAFETY RECORD

PPE ISSUE & TRAINING RECORD

EMPLOYEE NAME: .....

Type of PPE Issued (make, model, ref etc)	Rep Cycle	Provided for Use in Area/Process	Qty	Date Issued	Received (Signature)	Train Date	Trained by (Signature)	Received (Signature)

**‘INFORMATION’ ISSUE RECORD**

Subject	Doc Ref	Date Issued	Received (Signature)	Subject	Doc Ref	Date Issued	Received (Signature)