# College of Environmental Sciences and Engineering

# Induction Checklist

# For new Staff, Students and other Visitors to the College

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (& Student ID if applicable) |  | | | |
| Line Manager / Supervisor / Hosting Academic |  | | | |
| Position / Project / Purpose of Visit |  | | | |
| Room Number / Location-Key & Swipecard |  | | | |
| Start Date:  Expected End Date: |  | | | |
| Facilities e.g. Library, Tea Room, Computer Room etc. |  | | | |
| Email listings (See Administrator) |  | | | |
| Full Induction Documentation should be provided by the School Administrator.  All these docs are to be located on the CoESE Intranet pages. |  | ROs/PhD Student | Visitor not undertaking Lab or Fieldwork and staying 1 week or less | All other visitors |
| General | X | X | X |
| Handbook | X | X |  |
| H&S Induction | Written | Verbal | Written |

H&S INDUCTION CHECKLIST

|  |  |  |
| --- | --- | --- |
| Subject | Cover / Explain | Completed |
| Emergency Procedures \*\*[[1]](#footnote-1) | Action in case of Fire |  |
| Fire Exit locations |  |
| Assembly Point location |  |
| First Aider details |  |
| First Aid Box locations |  |
| Accident and Incident Reporting\*\*1 | Accident / Incident Reporting procedure |  |
| Accident Form location |  |
| Welfare\*\*1 | Rest Room locations |  |
| Washroom / kitchen / canteen locations |  |
| Safety Information | CoESE H&S Policy provided, personal H+S responsibilities explained |  |
| Out of Hours Policy provided |  |
| Fieldwork *(if undertaken)* | Fieldwork Code of Practice |  |
| Fieldwork Risk Assessments & briefing |  |
| Laboratory Work *(If undertaken)* | Significant Laboratory hazards |  |
| Local Rules specific to Laboratory |  |
| PPE requirements |  |
| Experimental Risk Assessments & briefing |  |

|  |
| --- |
| *\*\*IF TRANSFERING ANY CHEMICALS OR ELECTRICAL EQUIPMENT INTO THE COLLEGE, REGISTER THESE WITH THE H&S MANAGER, DR JOHN LATCHFORD\*\* Chemicals/Equipment registered: YES / N/A* |

|  |
| --- |
| INDUCTEE |
| *I have received, understood and agree to follow all Policies and Procedures outlined in the Safety Induction.* |
| Inductee Signature: |

|  |
| --- |
| LINE MANAGER / SUPERVISOR |
| *I undertake to provide all necessary training, instruction and supervision required to ensure the person’s H&S.* |
| Line Manager / Supervisor Signature: |

|  |  |
| --- | --- |
| Date: | VISA Sponsored (Tier 2, 4 or 5): YES / NO  If YES, Contact Carol Scott or Antony Halsall immediately. |

Please Return this Form to the General Office Immediately

1. \*\* Cover in Verbal H&S Induction [↑](#footnote-ref-1)