Health and Safety Induction

This is a template that you can amend for your practice, as needed.

# Health and safety policies

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|  | Health and Safety in Our Practice, including:   * responsibilities under the Health and Safety at Work Act * practice health and safety coordinator |
|  | Lone Workers |
|  | Vehicle Use |
|  | Smokefree workplace |

# Emergencies

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|  | Evacuation procedure, including:   * Fire warden/roles in evacuation * Emergency exits * Location of extinguishers and emergency equipment * Assembly points |
|  | Emergency Procedures |
|  | Aggressive People, including how to summon help |

# Incidents or accidents

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|  | Incidents, including:   * Adverse Events * Managing and Reporting Incidents including: * Location of the incident register * Reporting lines, roles and responsibilities * How incidents are investigated and findings communicated |

# Hazards

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| --- | --- |
|  | Hazard and Risk Management, including:   * What hazards are in the practice * How to report hazards * Where records of hazards are kept |
|  | Safe work procedures, including:   * Infection Prevention and Control (IPC) including Waste Management * Hazardous Substances |

# Protective equipment

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|  | Protective equipment, including:   * Location * How to use * N95 fit test (if applicable). |

# Sign acceptance

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| --- | --- |
| **Induction completed by:** | **Role:** |
| **Signed:** | **Date:** |
| I have read and understood the core practice policies and will act in accordance with these during my employment at | |
| **Employee:** | |
| **Signed:** | **Date:** |