Health and Safety Induction

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

# Health and safety policies

|  |  |
| --- | --- |
| [ ]  | 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

|  |  |
| --- | --- |
| [ ]  | 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

|  |  |
| --- | --- |
| [ ]  | 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

|  |  |
| --- | --- |
| [ ]  | 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

|  |  |
| --- | --- |
| [ ]  | Protective equipment, including:* Location
* How to use
* N95 fit test (if applicable).
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# Sign acceptance

|  |  |
| --- | --- |
| **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:** |