



Health and Safety Induction Checklist

Please locate and digest health & safety information provided in the induction pack and the Department website (*Resources/Health & Safety*) under each of the headings listed below, tick the box for each item and answer the three important questions.

- Dept. safety policy
- Fire alarms, location of exits & evacuation procedure
- Emergency telephone numbers
- First aid
- Accident reporting
- Use of laboratories, risk assessment, and use of chemicals
- Working out of normal hours
- Smoking
- Electrical safety
- VDU & workstation assessment
- Manual handling
- Security

- Your assembly point is:

- Reception phone no:

- Your Health & Safety Contact
Name: _____
Email: _____
Phone: _____

I have acquainted myself with department regulations regarding the topics listed above.

Signed _____ Date _____

Name (print) _____ Room no _____

Position _____ Name of Supervisor/Manager _____

Please complete within 1 week of arrival and return in person to Nigel Johnson or Celia Hobbs (room 032, ground floor, S. wing) for Downing Site and Bob Cordiner (room 45, Wolfson Building) for Bullard Labs.