

Staff/Volunteer Health and Safety induction checklist

This form is designed so that VCWF can ensure that all new staff and volunteers are given enough information about the health and safety issues that affect them. It will be used by your manager to assess your further H&S training needs.

The contents of shaded boxes apply to all staff/volunteers, other boxes apply only to staff undertaking certain types of duties.

Your name: Section/site

Please tick the relevant box. Date:.....

	Yes	No	
Do you know where the accident book is kept?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know who the first aider is and where the first aid kit is?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know who is responsible for Health and Safety in your office	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know who your union appointed safety rep is?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know what to do in the event of a fire or evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know who your fire officer is?	<input type="checkbox"/>	<input type="checkbox"/>	
If you use a computer, do you know how to adjust your chair and workstation to find a comfortable working position?	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
When did you last have your eyes tested?	<input style="width: 100%;" type="text"/>		
How often should you take breaks when working on screen to rest your eyes?	<input style="width: 100%;" type="text"/>		
If your job involves lifting and carrying - Do you know how to carry out manual handling safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you work in a team where some members work alone face to face with the public have you received training in how to deal with violent people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know what procedures there are at your site to protect the safety of staff who are working alone (on and off site)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you work directly with clients, particularly rough sleepers, do you know that VCWF recommends staff to be vaccinated against diseases like TB and Hepatitis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If it is possible that you might have to clean up body fluids eg vomit, urine or blood, do you know what precautions to take?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You should have been informed about the main health and safety risks connected with your work at VCWF. Are there any other health and safety issues you feel you should be informed about?	<input style="width: 100%; height: 50px;" type="text"/>		