

Young Person Health and Safety Induction

MANAGER'S CHECKLIST

EMPLOYEE'S NAME:

START DATE:





JOB TITLE:

MANAGER:




As a manager, you have a particular responsibility for the young people who work for you. Always remember that they are more vulnerable than experienced members of staff. In particular, early on, you need to discuss the following items with them:

- | 1.0 SPECIFIC RESTRICTIONS | Done |
|---|--------------------------|
| 1.1 Prohibition of the use of specific equipment | <input type="checkbox"/> |
| 1.2 Prohibition of specified processes etc. | <input type="checkbox"/> |
| 1.3 Activities only to be undertaken with supervision | <input type="checkbox"/> |
| 1.4 Restricted areas | <input type="checkbox"/> |
|
 | |
| 2.0 CONTACT ARRANGEMENTS | |
| 2.1 Routine contacts | <input type="checkbox"/> |
| 2.2 In case of problems | <input type="checkbox"/> |
| 2.3 Name and role of mentor | <input type="checkbox"/> |
| 2.4 Name of safety representative | <input type="checkbox"/> |
|
 | |
| 3.0 PERSONAL PROTECTIVE EQUIPMENT | |
| 3.1 Personal protective equipment - importance of use | <input type="checkbox"/> |
| 3.2 Types available | <input type="checkbox"/> |
|
 | |
| 4.0 EMERGENCY EVACUATION PROCEDURE | |
| 4.1 Location of fire exits | <input type="checkbox"/> |
| 4.2 Location of fire extinguishers and break glass points | <input type="checkbox"/> |
| 4.3 Name and location of fire warden | <input type="checkbox"/> |
| 4.4 Action on discovering a fire | <input type="checkbox"/> |


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- 4.5 Inform employee of testing regime 
- 4.6 Action on hearing fire alarm 
- 4.7 Location of dept. assembly point 
- 4.8 Emphasise that it is an offence to block fire doors 

5.0 FIRST AID AND ACCIDENT REPORTING

- 5.1 How to contact a first Aider 
- 5.2 How to call an ambulance 
- 5.3 How to report an accident 

6.0 JOB SAFETY

- 6.1 Hazards and precautions (Where applicable) 

	Hazards Present in Job	Safety Overview Given	Specific Training Required
Chemical Substances			
Electrical			
Lifting and Handling			
Machinery and Equipment			
Display Screen Equipment			
Housekeeping			
Site transport			
Other (please specify)			



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6.2 Hazard reporting

* Unsafe acts and conditions

6.3 Job Specific Hazard (Please complete)



(a)

(b)

(c)

7.0 VDU USERS

7.1 Risks and precautions outlined



8.0 TRAINING

8.1 Extra training required not specified in Section 6.0



I confirm that the checklist has been completed.

Signed: *Employee*

Signed: *Line Manager*

Dated: