

Young Person Health and Safety Induction MANAGER'S CHECKLIST TWO-WEEK FOLLOW UP

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. Induction periods can be very busy so it is important to ensure that necessary health and safety information has been absorbed.

1.0 SPECIFIC RESTRICTIONS

Done

(Can the young person outline the following?)

- | | |
|---|--------------------------|
| 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 (planned?) | <input type="checkbox"/> |
| 2.2 Have any problems arisen? | <input type="checkbox"/> |
| 2.3 Name and role of mentor - Has contact been made and is young person comfortable with the arrangements? | <input type="checkbox"/> |
| 2.4 Any aspects of the work that need to be discussed? | <input type="checkbox"/> |

3.0 PERSONAL PROTECTIVE EQUIPMENT

- | | |
|---|--------------------------|
| 3.1 Can young person state importance of use | <input type="checkbox"/> |
| 3.2 Is young person using the protective equipment supplied | <input type="checkbox"/> |
| 3.3 Can young person name types available | <input type="checkbox"/> |

Young Person Health and Safety Induction

4.0 EMERGENCY EVACUATION PROCEDURE

Can young person demonstrate knowledge of:

- 4.1 Location of fire exits
- 4.2 Location of fire extinguishers and break glass points
- 4.3 Name and location of fire warden
- 4.4 Action on discovering a fire
- 4.5 Testing regime
- 4.6 Action on hearing fire alarm
- 4.7 Location of dept. assembly point

5.0 FIRST AID AND ACCIDENT REPORTING

Can young person demonstrate knowledge of:

- 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)			

Young Person Health and Safety Induction

6.2 Hazards and precautions



Can young person demonstrate knowledge of

* Unsafe acts and conditions

6.3 Job specific Hazard (Please complete)



Can young person demonstrate knowledge of

(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: