

# The Glasgow School of Art

## Staff Health and Safety Induction Form

September 2016

### Policy Control

Title	Staff Health and Safety Induction Form
Date Approved	3 October 2016 Occupational Health and Safety Committee
Approving Bodies	Occupational Health & Safety Committee
Implementation Date	October 2016
Supersedes	Staff Health and Safety Induction Form (2014)
Supporting Policy	Occupational Health And Safety Policy
Review Date	TBC
Author	Ms Amy Moore, Health and Safety Adviser
Date of Impact Assessment	TBC
Benchmarking	

# Staff Health and Safety Induction Form



Name: \_\_\_\_\_

Title: \_\_\_\_\_

School / Department: \_\_\_\_\_

Start date: \_\_\_\_\_

**Policy & Emergency procedures (Points 1, 2 & 3) must be covered in the first day.**

**The full induction should to be completed within two weeks of starting.** The relevant box (es) should be ticked after discussion. For items not covered, comments should be recorded giving reasons and date for completion. The new member of staff and person providing the induction (normally the line manager) should sign this form. The signed original to be held within the department.

<b>1. Health and Safety Policy and Information</b>	Yes	No	Comments (for line manager)
Has the member of staff been made aware of the: 1.1 'Staff Health and Safety Induction Guidance' and been told who to speak to about any departmental Health & Safety issues? 1.2 Health and Safety documentation on the Occupational Health and Safety page of GSA's website and the <i>Virtual Learning Environment (VLE)</i> ? 1.3 GSA Occupational Health and Safety Policy and the nearest notice board with Health and Safety information including the Health and Safety Law poster?			Please see <u>Staff Health and Safety Induction Guidance</u> .
<b>2. Emergencies and Fire Arrangements</b>	Yes	No	Comments
Has the member of staff been informed of the: 2.1 procedure to follow on discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building? 2.2 location of the fire assembly point is and of the role of GSA Fire Marshals?			Reference to fire action notice and emergency exit route notices.
<b>3. Accident/Incident or Near Miss Reporting, First Aid, and Welfare Facilities</b>	Yes	No	Comments
Has the member of staff been informed of the: 3.1 procedure to report an accident/incident, near miss or dangerous occurrence? 3.2 location of the nearest first aid box, and the procedure to call a First Aider? 3.3 location of the toilets, washing facilities, kitchens etc. (as appropriate)? 3.4 GSA No Smoking Policy and how it applies to their work location.			Please see the <u>Procedure for Reporting Accidents, Incidents and Near Miss Event</u> .  Please see <u>Current List of First Aiders</u> . Ensure member of staff is aware of first aiders specific to location at time of induction.
<b>4. Risk Assessments and Related Procedures</b>	Yes	No	Comments
Has the following been discussed with the new member of staff, where these are appropriate to their work: 4.1 Risk assessments and safe systems of work specific to their work. 4.2 Work with hazardous substances, and the location of COSHH Assessments and Safety Data Sheets. 4.3 Completion of the GSA Workstation Self-Assessment Form, if the work of the new member of staff involves a significant amount of Display Screen Equipment (DSE) use. 4.4 Other risk assessment which may be required.			Please see the <u>GSA Health and Safety Risk Assessment Procedure</u> .  Please see the <u>GSA Workstation Self -Assessment Form</u> via the Occupational Health and Safety page of GSA's Website.

5. General GSA Health and Safety Requirements		Yes	No	Comments
<p>Has the member of staff been made aware :</p> <p>5.1 of general health and safety within their area of work? i.e. housekeeping, safe chemical or flammable storage, local rules etc.</p> <p>5.2 that all electrical equipment, including personal electrical items should be PAT tested. Where mains extension cables are required care should be taken to avoid overloading.</p> <p>5.3 that staff members should not operate machinery or equipment unless instructed on how to operate safely?</p> <p>5.4 of any area/activities which may require Personal Protective Equipment? If so, have the activity risks been explained? Does the member of staff understand how to properly use, store and maintain these items?</p> <p>5.5 of their responsibilities including their responsibilities under Health and Safety at Work etc Act 1974 Section 7.</p>				<p><i>For further guidance refer to the <u>GSA Guide to Safe Use of Electrical Extension Systems</u>.</i></p> <p><i>Line Managers should ensure all staff know how to obtain PPE e.g. shared or personal issue.</i></p> <p><i>Please see <u>Staff Health and Safety Induction Guidance</u>.</i></p>
6. Work Outside Hours		Yes	No	Comments
<p>6.1 Has the member of staff been made aware of the "GSA Lone Working Procedure"? In which, members of staff are advised to avoid working alone to protect against accidents and other risks to personal safety.</p> <p>Wherever reasonably practicable, work should be contained within recognised working hours, as defined by GSA Estates.</p>				<p><i>Please see "<u>GSA Lone Working Procedure</u>".</i></p>
7. Training		Yes	No	Comments
<p>7.1 List here any health and safety training needs identified including timescales for attendance) and any additional H&amp;S information required by or for the new member of staff.</p>				
Declaration				
I certify that the health and safety induction has been completed and explained.				
Line Manager		New Member of Staff		
Name :		Name :		
Job Title:		Job Title:		
Date:		Date:		
Signature:		Signature:		