


| HEALTH AND SAFETY MANAGEMENT SYSTEM FORMS | | Guidance | F005 | |
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|  PRIFYSGOL ABERYSTWYTH UNIVERSITY | Health, Safety and Environment Induction Report | | Issue | 1 |
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|--|----------------------------|
| Name of employee: | |
| Employee No: | Date employment commenced: |
| Faculty / Department: | |
| Name of manager or supervisor: | |
| Name of Faculty / Departmental Health and Safety Co-ordinator: | |

To be completed for all new employees (or those moving to new jobs within the University).


It is the **employees'** responsibility to ensure completion of both Parts 1 & 2 (in conjunction with your manager and Health and Safety Co-ordinator) and return to your Faculty or Departmental Administrator as follows:

- Full-time staff: within two weeks of commencing work
- Short-term / Casual Staff: within two days of commencing work.

For staff working at locations other than AU the induction can take place via telephone and e-mail. The items marked with an asterisk * should be for the workplace/s concerned. The member of staff should contact the relevant person to complete these sections (eg the school secretary if working in a school).

This form is to be held as part of the employee's personal record within the Faculty / Department for the duration of their employment, following which it should be archived for three years.

| PART 1. General Information | Date completed |
|---|----------------|
| *Location of nearest fire alarm call point (break glass) to work area. *When and how to activate the call point. *What to do if you hear the fire alarm. | |
| *First aid <i>(and how it is organised in the department)</i> | |
| Reporting accidents / incidents / near misses <i>(incident report forms and how they are to be completed: https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/)</i> | |
| *Who to report problems to <i>(re. equipment, facilities etc)</i> | |
| University Health, Safety & Environmental policies <i>(Including the University's Health and Safety Policy and associated roles and responsibilities, and an awareness of the Health and Safety Executive's Health and Safety Law information: https://www.aber.ac.uk/en/hse/policy/)</i> | |

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| Signature of employee Date: | | Signature of manager/supervisor Date: |