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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 (and how it is organised in the department)	
Reporting accidents / incidents / near misses	
(incident report forms and how they are to be completed:	
https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/)	
*Who to report problems to (re. equipment, facilities etc)	
University Health, Safety & Environmental policies	
(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/)	



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Prevent Duty Awareness		
(View and complete the training material available		
https://www.aber.ac.uk/en/hse/proc-prac/prevent		
Faculty / Departmental safety rules and procedure		
(Faculty/Department Health and Safety Handbook noticeboard indicated)		
Completion of the Health and Safety Essentials e-le		
(https://www.aber.ac.uk/en/hse/training/hseessentials/)		
Signature of employee	e Signature of manager/sup	
	Safety Co-ordinator	
Date:	Date:	



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PART 2. HS&E Training Needs Assessment (for completion by Manager or Supervisor)

It is the responsibility of the manager or supervisor to identify the training needs of an employee and to arrange for training to be undertaken (either by specific on-the-job sessions, or attendance at University or external courses). For information relating to the courses offered by the Health, Safety and Environment Team, including suggested training matrix please go to: https://www.aber.ac.uk/en/hse/training/.

No employee should undertake an activity which includes elements of risk unless training has been received.

Examples of areas for consideration include:

Manual handling Display screen equipment Fire marshalling Power tools and other Personal protective Heat and cold hazardous equipment equipment Hazardous materials Pressure systems Food health regulations Working in enclosed spaces Working at height Waste storage and disposal Risk Assessment **Environmental Awareness IOSH Working Safely or**

This list is not exhaustive - all elements of a job need to be evaluated for risk

Activity / Area for Training	Training already received	Training to be arranged
	(give date and attach details)	(state who is responsible and deadline for completion)



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Signature of employee	Signature of ma		nager/supervisor	
Date:		Date:		