

HEALTH AND SAFETY INFORMATION SHEET 12

Induction Training

Legal Requirements:

1. **The Health and Safety at Work etc Act 1974, Section 2 (2) (c)** states:

Every employer shall provide, so far as is reasonably practicable, adequate instruction, training, information and supervision.

2. **The Management of Health and Safety at Work Regulations 1999, Reg. 13** states:

Every employer shall ensure that his employees are provided with adequate health and safety training.

When should the training be done?

Induction should be carried out immediately as the first few days and weeks are a period of high risk for inexperienced employees in what are often very different surroundings to what they may be used to.

How should the training be done?

There are a number of ways that health and safety induction can be delivered; videos, talks, leaflets, guided tours etc. However health and safety induction is delivered it is important that it is effective and the employees understand it and can put it into practice.

It is recommended that:

Induction training is written down to ensure proper coverage and provide evidence that it has been carried out, it is also useful to get the trainer & trainee to sign that the training has taken place.

What should be covered?

Health and safety induction training has to be adequate in terms of coverage, and be suitable and sufficient so that it meets the needs of employers and employees. To be adequate the induction **must be understood.**

In terms of coverage, employees at the end of induction should at least understand;

1. Arrangements in case of fire and emergencies.
2. Arrangements for accident/disease and first aid.
3. Hazards and risks.
4. Prohibitions (particularly for the young and inexperienced.)
5. Personal protective equipment arrangements.
6. Safe systems of work.
7. Supervision arrangements (where young people are involved).
8. Use of equipment, plant and machinery.
9. Use of hazardous substances.
10. Manual handling.

There may be areas of work you may wish to include depending on the nature of your business.

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