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| DEPARTMENT [*INSERT*] |  |  |

**SAFETY INDUCTION TEMPLATE**

University Policy Statement S5/10 [Induction training | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/induction-training)

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| --- | --- | --- | --- |
| **Contacts** | | Department Safety Officer:  Divisional/ Area Safety Officer: | TICK  YES |
| **University Health & Safety** | **New members of staff and visiting workers should be provided with information on the organisation and arrangements for managing health and safety in the University** | | |
| General Statement of University Policy and management responsibilities | [Health and safety policy | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/health-and-safety-policy)  [Health and safety management | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/health-safety-management) |  |
| Departmental Statement of Safety Organisation | [*Insert link*] |  |
| University Policy Statements | [Topics | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/topics) |  |
| **Departmental Local Rules – General risks** | **Local rules will be necessary to further delineate the way work is to be conducted** | | |
| Accident, incident and near miss reporting  [Accident and incident reporting | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/accident-reporting) | Safety, health and environmental reports must be recorded via the University’s online reporting system [Incident reporting and investigation | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/incident-reporting) |  |
| Obtaining first aid  [First Aid | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/first-aid) | First aiders are [*insert*]  Location of the first aid boxes [*insert*] \*  Arrangements for obtaining first aid out of hours [*insert*] |  |
| Welfare facilities and support  [Workplace (Health, Safety & Welfare) | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/workplace)  [Home | Occupational Health Service (ox.ac.uk)](https://occupationalhealth.admin.ox.ac.uk/) | Arrangements for welfare support and location of welfare facilities: [*insert*] \*  EAP service [Health Assured | Staff Gateway (ox.ac.uk)](https://staff.admin.ox.ac.uk/health-assured-eap) |  |
| Departmental fire precautions and procedures  [Fire safety management | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/fire-safety-management) | Location of the fire exits are [*insert*] \*  Location of the assembly point(s) are [*insert*]\*  Arrangements for fire alarm testing are [*insert*] \*  Locations of fire extinguishers/ other firefighting equipment are [*insert*] \*  Training in the use of firefighting equipment can be obtained from [Training A-Z | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/training-a-z) |  |
| Display Screen Equipment (DSE)  [applicable to computer users]  [Display screen equipment | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/display-screen-equipment)  [Home | Occupational Health Service (ox.ac.uk)](https://occupationalhealth.admin.ox.ac.uk/) | Arrangements for undertaking DSE assessments are: [*insert either online programme or by nominated person(s)*]  DSE assessor(s) are: [*insert*]    Provide information on: the correct set up of DSE equipment and work station: [*insert link*]  Arranges for eye tests are: [*insert*]  Procedures for referral to the Occupational Health Service are: [*insert*] |  |
| Out of hours working  [Risk assessment | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/risk-assessment) | Access and security arrangements are: [*insert*]  Restricted activities/ areas are: [*insert*]  To summon assistance out of hours: [*insert*] |  |
| Manual handling  [Manual handling | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/manual-handling) | High risk lifting/handling tasks are: [*insert*]  Departmental manual handling assessor(s) is/are: [*insert*]  Outline the importance of correct lifting procedures, use of handling/lifting aids and defect reporting: [*insert*] |  |
|  | Waste management  [Safety Office | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/our-activities) | Procedures for handling and storing different waste streams: [*insert*]  Further information can be received from: [*insert*] |  |
| **Departmental Local Rules – Specific risks** | **Other high risk areas of the department should be highlighted** | | |
| [*Insert relevant high risk areas such as containment laboratories, radiation ‘hot rooms’, workshops*] | [*Insert arrangements for access, risk assessment, local rules, training and emergency procedure]* |  |
| [*Insert relevant high risk activities such as laser use, machinery use, chemical handling, lone working*] | [*Insert arrangements for risk assessment, local rules, training and emergency procedures including spillage procedures, needlestick]* |  |
| **Additional training** | **Supervisors should identify the training requirements of those they supervise and ensure their attendance** | | |
| Identify role specific training and equipment | Provided by:  Safety Office: [Training A-Z | Safety Office (ox.ac.uk)](https://safety.web.ox.ac.uk/training-a-z) [*insert*]  Other: for example locally delivered/arranged training [*insert*]  On the job: [*insert*] |  |
| **Date:** | | **Supervisor’s name:**  **Supervisor’s signature:** | |
| **Date:** | | **Employee’s name:**  **Employee’s signature:** | |

**\*Inductees to be shown these locations**