trade aid

Form 2.2

Trust staff/volunteer shop
Health & Safety induction and policy acceptance

Induction

Check that staff/volunteers have been informed about all items on the following list:

Shop orientation checklist	Checked
Evacuation	
Placement of exits	
Exit procedure (refer to Emergency Procedures form)	
Assembly point	
Health and Safety Information – documentation and Staff Notice board	
Map of safety equipment and exits	
Copy of Emergency Procedures – staff/volunteer to read	
Emergency contacts list	
Safe working practices - ladders, lifting, cutting – staff/volunteer to read	
Hazards	
Location of hazard register	
All items on register to be noted during shop orientation	
Detail the process for identification and reporting of new hazards	
Outline the legal requirement to report all hazards identified	
New hazard identification: location of forms and process needed	
Safety Equipment Location	
Fire extinguishers (if supplied) and their use	
Fire alarms	
First Aid kit	
Incident forms – all personal injuries to be reported	

Staff/Volunteer Health & Safety Post Induction Declaration

I have been provided with Health and Safety Orientation and have been advised of my responsibility for my own Safety and Health while at work and will make every effort to ensure that my actions or inaction does not cause directly or indirectly, harm or injury to my fellow workers or any person at or in the vicinity of my place of work.

I have read the Health and Safety Policy, understand its contents and agree to comply with its requirements.

I am aware that the taking of drugs or the consumption of alcohol can seriously impair my ability to work in a safe manner and acknowledge that if I am found doing either I will face disciplinary procedures which may lead to the termination of my employment.

I hereby confirm that I fully understand the Health & Safety policies of the company and will abide by them at all times.

Employee /Volunteer name_____

Employee/Volunteer signature_____Date _____/_____/
_____

Shop Manager name_____

Manager signature_____   Date ____/_____/____