

New employee safety induction — checklist

Name		Date	
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#	Item	Legal basis	✓
1	Information, instruction, training and supervision for the job	HSWA 1974 s. 2(2)(c)	
2	Training on recruitment	MHSWR 1999 reg. 13(2)(a)	
3	Training when exposed to new or increased risks (new tasks, equipment, technology, systems)	MHSWR 1999 reg. 13(2)(b)	
4	Training during working hours	MHSWR 1999 reg. 13(4)	
5	Risks identified by the risk assessment and control measures	MHSWR 1999 reg. 10	
6	Emergency procedures and competent persons	MHSWR 1999 regs. 8, 10	
7	Manual handling: avoid, assess, reduce, give information	MHOR 1992 reg. 4	
8	First-aid arrangements and who the first-aiders are	First-Aid Regulations 1981	
9	Training repeated periodically where appropriate	MHSWR 1999 reg. 13(3)	
10	Record of training and sign-off	Good practice (evidence for HSE)	

Signature		Date	
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Sources (2026-10-06): - Health and Safety at Work etc. Act 1974, s. 2 (legislation.gov.uk):

<https://www.legislation.gov.uk/ukpga/1974/37/section/2> - Management of Health and Safety at Work Regulations 1999, reg. 13

(legislation.gov.uk): <https://www.legislation.gov.uk/uksi/1999/3242/regulation/13> - Manual Handling Operations Regulations 1992, reg.

4 (legislation.gov.uk): <https://www.legislation.gov.uk/uksi/1992/2793/regulation/4> - Health and Safety (First-Aid) Regulations 1981

(legislation.gov.uk): <https://www.legislation.gov.uk/uksi/1981/917>

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