**School/Departmental Induction Procedures**

**New starter Health and Safety Induction Questionnaire**

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| Name | Position |
| School/Dept | Date first employed |

**This questionnaire is designed to ensure that you have understood all the basic safety rules and procedures of the School/Department you work in. You should be able to complete all sections. On completion, arrange to discuss your responses with your section manager or School/Dept Safety Officer.**

Information and procedures associated with issues such as radiation, hazardous substances, etc. which may be specific to your department must be provided to you by the school/department. You have a responsibility to ensure you are fully informed before starting work.

**A. Fire**

A1. What action should you take if you discover a fire?

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A2. What action should you take on hearing the fire alarm?

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A3. Describe the sound of the fire alarm?

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A4. Where is your nearest means of raising the fire alarm?

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A5. Where & what type are the nearest fire extinguishers to your normal place of work?

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A6. What type of extinguisher would you use for (a) electrical fire, (b) chemical fire, (c) paper fire?

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A7. What is your fire escape route?

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A8. Where is your assembly point?

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A9. Why should fire doors be kept closed?

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**B. Accidents / First Aid**

B1. Where is your nearest first aid box?

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B2. Who are the designated first aiders for your area and how would you contact them?

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B3. What is the procedure for reporting accidents in your area?

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B4. What is the internal emergency telephone number for the campus where you are working?

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B5. What information would you give if you needed to telephone the above number?

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**C. Safety Responsibility / Procedures**

C1. Who is your School/Departmental safety officer and how would you contact them?

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C2. Who is your safety representative and how would you contact them?

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C3. Have you read and understood the University Safety Handbook and your School/Departmental Safety Policy? Explain your responsibilities.

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C4. Where would you find out more information about health and safety issues?

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C5. Does your School/Department have a Safety Committee? If so, how often does it meet?

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**D. Your work and safety**

D1. The table below gives 20 hazards which are common in the university environment. Tick those which you might encounter in your line of work?

Biological ..... Manual Handling ..... Lifting Equipt ..... Noise .....

Chemical ..... Tripping hazards ..... Electrical ..... Animals .....

Haz. Substances ..... Slipping hazards ..... Waste Disposal ..... Work at height .....

Radiation ..... Machinery ..... Sharps ..... Lasers .....

Flammables ..... Hand tools ..... Clinical waste ..... Sports .....

D2. State any other hazards specific to your work?

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D3. Describe any health surveillance which your school/department requires you to undergo? State the frequency and where the surveillance is carried out?

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D4. What type of personal protective equipment are you required to use for your work at the university?

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D5. Describe the procedure for reporting of hazards or faults which you discover at work?

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**E. Miscellaneous**

E1. Give reasons for maintaining good housekeeping and a clear and unobstructed workplace?

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E2. Where is smoking permitted in your area of work?

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E3. What checks should you make before using any work equipment?

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E4. If you bring in electrical equipment from outside, what action should you take before using it at work?

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E5. Have you been designated a "user" of display screen equipment (DSE or VDUs)? If YES, has your workstation been assessed and have you been provided with information concerning DSE safety?

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E6. Will your work involve much lifting and carrying? If YES, has manual handling training been arranged for you?

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**Please return to your line manager or School/Departmental Safety Officer**