

Day 1: Health and safety acknowledgement

With your new employee, go through the list of points below to confirm they understand and agree. Any points not covered on day one of employment must be returned to as soon as possible to date and sign.

	Date shown	Employee initial	Employer initial
<p>I know:</p> <ul style="list-style-type: none"> • My responsibilities as an employee • To whom to report health and safety issues • Where health and safety information is kept 			
<p>I know:</p> <ul style="list-style-type: none"> • What the workplace hazards are • What the controls are for these hazards • How to report hazards • Where the records of hazards are kept • Safe work procedures 			
<p>I am familiar with:</p> <ul style="list-style-type: none"> • Where the fire extinguishers are • The emergency procedures • Where the first aid kit is • Who the first aider is • Incidents and injuries 			
<p>I know how to report:</p> <ul style="list-style-type: none"> • Injuries • Near hits/near misses • Early signs of discomfort • Where incident/injury forms are kept • Who to give forms to 			
<p>I have been shown how to do my job safely including:</p> <ul style="list-style-type: none"> • The use of guards and other safety equipment • The safety signs and what they mean • How to safely use/store and maintain safety equipment • How to safely use/store and maintain equipment, machinery, tools and hazardous substance 			
<p>We have completed all areas of this checklist and understand our responsibilities.</p>			

Employee's signature: _____

Date: _____

Employee's signature: _____

Date: _____