

**West Preston Baptist Church
Induction Checklist**

Items to cover during induction:

- Verbally advise of the property plan and the name and location of staff where appropriate
- Introduce to other staff members and voluntary workers where appropriate
- Advise of the locations of toilets and other facilities
- Give details of First Aid facilities provided
- Show a copy of the church's Emergency Response Plan
- Show the location of firefighting equipment
- Advise that a hazard and incident report must be made out for any Occupational Health and Safety issue or incident.
- Refer to the Ladder Use guidelines, where appropriate
- Provide an opportunity to ask questions related to Occupational Health and Safety matters

Responsible Church Officer

OR

Duty of Care Officer

Employee / Voluntary Worker

Company / job title