



Staff member _____
Manager _____

Position _____
Start date _____

General

I have been:

- ☐ Given a copy of the Health and Safety policies
- ☐ Shown any safety signs & told what they mean
- ☐ Given a copy of the drug/alcohol/smokefree policy
- ☐ Given a copy of the bullying and harassment policy
- ☐ Shown how to use/store/maintain safety equipment
- ☐ Shown how to safely use/store/maintain machinery, tools, &
- ☐ hazardous substances
- ☐ Instructed in how to manage keys/security access to the practice

I know:

- ☐ My responsibilities as an employee
- ☐ How to actively promote health and safety
- ☐ Where health and safety information is kept on GPDocs
- ☐ Who the Health and Safety Officer is
- ☐ Who I can talk to about health and safety concerns
- ☐ How to share problems and ideas to improve safety at work

Hazards

I know:

- ☐ What the hazards are in the practice
- ☐ What the controls are for the hazards
- ☐ How to report hazards
- ☐ Where records of hazards are kept
- ☐ Safe work procedures, including infection control

Protective Equipment

- ☐ *I know* where protective equipment is and how to use it

Emergencies

I am familiar with:

- ☐ Evacuation procedures at the practice
- ☐ Who the fire warden is
- ☐ Where the emergency exits are
- ☐ Where the fire extinguishers are
- ☐ Where the assembly points are
- ☐ Where emergency equipment and medications are
- ☐ Procedures for dealing with violent/abusive patients

Injuries / Incidents / Accidents

I know:

- ☐ How to report workplace injuries
- ☐ How to report early signs of discomfort, including workplace stress
- ☐ How to perform safe manual handling of patients and equipment
- ☐ Workstation ergonomics
- ☐ How to report near misses, significant incidents and events, and serious harm accidents
- ☐ Where the accident register is kept
- ☐ Who to report to
- ☐ That reports will be investigated, & I will be kept informed of the results

Rehabilitation

I understand:

- ☐ The return to work process
- ☐ How to I may work alternate duties, if possible
- ☐ How to actively communicate with my manager throughout the process

I understand:

This practice is a health and safety-conscious employer, and all employees must cooperate with our policies and procedures to ensure a safe workplace.

I declare:

- I am aware of my general health and safety responsibilities, and understand my role as a member of the practice staff to ensure I work in a way that won't cause harm to either myself or others.
- I have been shown the emergency and evacuation procedures and agree to follow them in an emergency.
- I am aware of my obligation to report accidents or incidents, and I understand the procedure that's required.
- I am aware of my obligation to report hazards, and I understand the procedure that's required.
- I agree to wear personal protective equipment when necessary.
- I am aware of the opportunities I have to contribute to the health and safety at the practice.

Signed by staff member _____

Date _____

Signed by manager _____

Date _____