Project and address detail:-

**I confirm that I have:**

1. Been shown a copy of the Health & Safety Policy and Site Rules and had them explained to me.
2. Been made aware that this business upholds the spirit of the Consultation Regulations 1996.
3. Been informed of my duties and responsibilities under the Health and Safety at Work Act 1974. To include Duty of Care, Requirement to comply with reasonable requests, Report unsafe conditions or equipment and not interfere with anything provided in the interest of health and safety.
4. Been briefed regarding the appropriate emergency procedures and am familiar with the location of all escape routes from the workplace and the location of fire fighting equipment, alarm signal and Assembly Point.
5. Been told of any hazards present in those areas of the premises in which I am required to work.
6. Been told of my responsibility to report all incidents and accidents, defective equipment and unsafe practices or methods of work.
7. Been made aware of Names of First Aiders and Location of nearest Emergency Hospital.
8. Been made aware of any hazards relating to tasks I may perform involving substances hazardous to health and understand that further COSHH information is available and must be complied with in regard to use of suitable personal protective equipment.

**Signed Date Print Full Name**

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**Induction carried out by ……………………………………………………………**

**Position………………………………………………..**