**Occupational Health and Safety Induction – Part 2**

**For Lower Risk Departments / Schools / Professional Services**

**Form S27: Checklist for use by staff with managerial responsibility**

**(including Principal Investigators, Academic Supervisors, Line Managers, Supervisors and Departmental Safety Coordinators, etc.)**

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| **Department:** |  |
| **Name of Inductee (staff member / post graduate):** |  |
| **Job title:** |  |
| **Name(s) of person(s) carrying out induction:** |  |
| **Induction start date:** |  |

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| The University’s Occupational Health and Safety Induction is provided in two complementary parts.  These are applicable to existing members of staff / post graduates who require a three yearly refresher, as well as to new inductees.  For new personnel, the induction process in its entirety is the part of the ‘Competence Pathway’ and is likely to be progressive over a period of time and not simply a one-off event.  **OHS Induction Part 1** is provided by Safety, Health and Wellbeing via online training on [Myplace](https://classes.myplace.strath.ac.uk/course/view.php?id=22070) and deals with a number of general health and safety issues that are applicable to all new personnel across the University.  **OHS Induction Part 2** should be conducted by the person with managerial responsibility for the inductee, or the Departmental Safety Coordinator (DSC), and should provide information on health and safety hazards, precautions and procedures specific to the department and applicable to the inductees role.  The following checklist will remind managers about applicable issues and assist with keeping track of material covered. The checklist may be amended and/or expanded according to the needs of the department and the inductee  Further to this, the OHS Induction Part 2 also includes a **Health and Safety Information Selector based on Individual Job Description** (Table 1) and a **Health and Safety Training Selector** (Table 2).  **OHS Induction Part 2** training has been arranged according to a suggested timetable as detailed below, to pace the induction for new personnel over the **first 2 weeks** of employment (or research).  The timetable may be tailored to an individual’s needs and departmental resources. |

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| **Day 1 Checklist page 1 of 4** | | | | | | |
| **Ref:** | **Induction Topic or Issue** | | | **DSC, or other, to initial when completed, or mark as N/A** | | |
| **1.** | **Occupational Health and Safety Induction Part 1** | | |  | | |
|  | Confirm OHS Induction **Part 1** has been completed and that a ‘Confirmation of Completion’ has been submitted to the DSC; otherwise make necessary arrangements. | | |  | | |
| **2.** | **University COVID-19 Safety Arrangements** | | |  | | |
| 2.1 | The inductee has been referred to the Covid Safety Arrangements information sheet and other related information on the [University webpages](https://www.strath.ac.uk/safetyhealthwellbeing/covid-19safetyarrangements/). | | |  | | |
| 2.2 | The inductee has been informed that they can raise any concerns about their health, as they return to work on campus, with their line manager. | | |  | | |
| **3.** | **Local Fire Safety Precautions** | | |  | | |
| 3.1 | Ensure the Fire Safety Awareness training on [Myplace](https://classes.myplace.strath.ac.uk/course/view.php?id=24810) has been completed (within the last 3 years for existing staff / post graduates). | | |  | | |
| 3.2 | Describe the types of fire warning devices used within the workplace – both audible and visual. | | |  | | |
| 3.3 | Point out the location of the nearest **Fire Action Notice**,fire-fighting equipment, break-glass call points, emergency escape routes, fire exits and fire assembly points. | | |  | | |
| 3.4 | State the day and time of weekly fire alarm tests for relevant building(s). | | |  | | |
| 3.5 | Explain the roles of Departmental Fire Safety Co-ordinator and Fire Marshalls. | | |  | | |
| 3.6 | If assistance will be required to assist the inductee to evacuate the premises, in the event of a fire alarm, arrange a Personal Emergency Evacuation Plan (PEEP), through the Fire Safety Co-ordinator. | | |  | | |
| **4.** | **Local Prohibitions in relation to the University OHS No-Smoking Standard** | | |  | |
|  | Point out any areas external to relevant buildings where smoking is prohibited (e.g. due to the storage of flammable substances) even though the areas may be outside the 15ft (4.6m) exclusion zone. | | |  | |
| **5.** | **Local First Aid Provision** | | |  | | |
| 5.1 | Point out the locations of the nearest first aid boxes and identify those in charge of keeping them stocked. | | |  | | |
| 5.2 | Identify departmental First Aiders and Mental Health First Aiders (if appointed). | | |  | | |
| 5.3 | Explain that first aid may also be summoned by dialling the ‘emergency’ and ‘first aid’ number Ext. 2222 which connects with Security Control at the Livingstone Tower and that all Security Wardens are the University’s recognised and trained first aiders. | | |  | |
| 5.4 | Point out that the emergency and first aid number appears on a sticker on most internal telephone handsets. | | |  | |
| **6.** | **Welfare Arrangements** | | |  | |
|  | As applicable, point out the location of: | | | | |
|  | Canteen / kitchen / cooking facilities |  | Changing facilities | |  |
|  | Common rooms / seating areas |  | Toilet, shower and hand washing facilities | |  |
|  | Drinking water |  | Emergency showers / eye wash stations | |  |
|  | Accommodation for clothing not being worn during working hours | | | |  |
|  | Accommodation for special work clothing such as overalls, uniforms etc. | | | |  |

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| **Checklist page 2 of 4** |

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| **Ref:** | **Induction Topic or Issue** | | **DSC, or other, to initial when completed, or mark as N/A** | |
| **7.** | **Out of Hours & Lone Working** | |  | |
| 7.1 | Explain the department’s arrangements for entering / leaving buildings. | |  | |
| 7.2 | Explain the department’s normal core hours and arrangements for working outwith normal core hours. | |  | |
| 7.3 | Explain the department’s arrangements for lone working, (or restrictions, if applicable) whether within or outwith normal core hours and the requirement for a lone working risk assessment to be undertaken. | |  | |
| **Day 2** | | | | |
| **8.** | **Departmental Occupational Health and Safety Arrangements** | |  | |
| 8.1 | Explain the purpose and contents of **Departmental OHS Arrangements** and that these are enforced by the Head of Department. | |  | |
| 8.2 | Explain that the **Departmental** **Profile of Occupational Health and Safety Issues** represents work activities, situations or issues that are applicable to the department and are the drivers for providing arrangements to manage the risks and other requirements. | |  | |
| 8.3 | Explain the implications and potential consequences of not conforming to the OHS Management System requirements and Departmental OHS Arrangements. | |  | |
| 8.4 | Explain to inductees that they should report concerns about hazardous situations, and how to report, so that preventive measures can be put in place and corrective action taken. | |  | |
| 8.5 | Explain to the inductee the requirement to report incidents. Incidents are An unplanned and uncontrolled event (or sequence of events) that may give rise to or gives rise to, injury / harm to the health of any person or causes damage to property or  equipment. Includes accidents, fire, near miss events, occupational ill health, unsafe acts or conditions, dangerous occurrences, and physical violence / verbal aggression at work.  The Inductee has been referred to the [Incident Reporting and Management OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsmanagementstandards/incidentreportingmanagement/). | |  | |
| 8.6 | Explain that workers are protected from reprisals when reporting incidents, hazards and risks. | |  | |
| **9.** | **Departmental Occupational Health and Safety Roles** | |  | |
| 9.1 | Re-iterate the inductee’s individual health and safety responsibilities and those associated with their job description, the Roles, Responsibilities and Accountabilities of the post. Click [here](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/) to access the University Occupational Health, Safety and Wellbeing Policy and the Roles, Responsibilities and Accountabilities OHS Standard. | |  | |
| 9.2 | Draw attention to the section of Departmental OHS Arrangements on **Departmental OHS Roles** and briefly outline the roles of those that are applicable to the individual’s work. | |  | |
| 9.3 | Introduce departmental staff with health and safety roles applicable to the new inductee’s field / area of work. | |  | |
| **10.** | **Health & Safety Information** | | | |
| 10.1 | Complete **Table 1** to provide a **Personal List** **of Essential Health and Safety Information** selected from University OHS Arrangements, OHS Standards, Local Rules, Guidance, Departmental OHS Arrangements, Health and Safety Executive publications, etc. | |  | |
| 10.2 | Demonstrate the location of the Safety, Health and Wellbeing [webpage](https://www.strath.ac.uk/safetyhealthwellbeing/) and the location of OHS documentation, forms etc. | |  | |
| 10.3 | Explain that the inductee is expected to read the documents identified in 10.1 during the following two weeks (or other agreed timescale) and to note any questions arising from the content for later discussion with their line manager or DSC. | |  | |
| **Day 2 (continued) Checklist page 3 of 4** | | | |
| **Ref:** | **Induction Topic or Issue** | **DSC, or other, to initial when completed, or mark as N/A** | |
| 10.4 | Explain that in due course the inductee is required to familiarise themselves with (and sign to this effect):   * The significant findings of relevant risk assessments (including specific assessments relating to manual handling, control of substances hazardous to health etc.); * The content of relevant safe systems of work.   in order to appreciate the hazards, risks and any precautions needed to enable them to work safely. |  | |
| 10.5 | Confirm the inductee has been made aware of: | | |
| The [University Occupational Health, Safety and Wellbeing Policy](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/). |  | |
| Departmental OHS objectives. |  | |
| Their contribution to the effectiveness of the OHS management system, including the benefits of improved OHS performance. |  | |
| Hazards, OHS risks and actions determined that are relevant to them; |  | |
| Their ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so. |  | |
| **11.** | **Local Reporting Procedures** |  | |
|  | Stress the importance of reporting, and how to report, the following to the persons indicated:   * All incidents to the Departmental Safety Coordinator [Safe360 electronic reporting system](https://safe360.info-exchange.com/safetyincidents); * Any immediate danger to health and safety, unsafe practice or shortcoming in protection arrangements (to a supervisor or line manager); * Obvious defects in fabric/services of the premises (to Estates Services Helpdesk Ex. 2164 or nominated co-ordinator within department). |  | |
| **12.** | **Display Screen Equipment** |  | |
|  | Display Screen Equipment online training modules have been completed. |  | |
| **13.** | **Manual Handling** |  | |
|  | Manual Handling online training modules have been completed. |  | |
| **14.** | **Stress Awareness** |  | |
|  | Stress Awareness online training has been completed. |  | |

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| **Within 2 Weeks Checklist page 4 of 4** | | | | | |
| **Ref:** | **Induction Topic or Issue** | | | **DSC, or other to initial when covered, or mark as N/A** | |
| **15.** | **Health & Safety Training** | | |  | |
| 15.1 | Discuss initial training needs based on core awareness, work activities, roles, responsibilities and level of competence and complete **Table 2** to provide a **Personal Training Schedule**. | | |  | |
| 15.2 | Explain that inductees co-operation will be needed to meet the requirements of the Training Schedule and that fulfilment will be monitored by their line manager. | | |  | |
| 15.3 | Emphasise the need to update the DSC on any training completed and forward certificates. | | |  | |
| **16.** | **Management of Occupational Road Risk (MORR)** | | |  | |
| Confirm the inductee has been made aware: | | | | | |
| 16.1 | The [Management of Occupational Road Risks OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/) applies to all driving undertaken on University business. | | |  | |
| 16.2 | MORR applies where staff are driving on University business in the UK or abroad. | | |  | |
| 16.3 | Before driving on University business, staff must become an ‘approved driver’ by completing the Drivers Declaration Form, and submitting it to the MORR Coordinator. | | |  | |
| 16.4 | That expenses for fuel and mileage can only be claimed by those who have completed the Driver Declaration Form. Finance will only pay expenses to staff who were approved drivers at the time the expense was incurred. | | |  | |
| 16.5 | The name of their MORR Coordinator. | | |  | |
| **17.** | **Further specific training** | | |  | |
|  | List training identified from table 2. | | | | |
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| I confirm that the items initialled above have been covered in health and safety induction: | | | |
| Signature(s) of person(s)  carrying out Induction: |  | Date: |  |
| Signature of inductee: |  | Date: |  |

The completed Induction Checklist (including Tables 1 & 2) should be retained by the Department as evidence of induction and a copy given to the new inductee.

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| **Table 1 Occupational Health and Safety Induction – Part 2** |  |
| **Health and Safety Information Selector based on Individual Job Description** | |

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| **(Lower Risk Departments / Schools / Professional Services)** | | | |
|  | | | |
| **Department:** |  | **Name of person arranging induction:** |  |
| **Name of Inductee (staff member/post graduate):** |  | **Induction start date:** |  |
| **Job title:** |  | **Induction completion date:** |  |

This selector is for use by staff with managerial responsibility to help determine which health and safety information should be provided to new personnel or those with changes to their role. Please indicate which Topics from the A-Z list will be applicable to the inductee’s level of responsibility, role, work activities and competence. Decide which information they should familiarise themselves with and indicate accordingly. In **all cases** where a Topic is applicable then, as a minimum the inductee should be aware of the content of the University OHS Standards (Local Rules) and where available, the Departmental OHS Arrangements relating to that Topic (Core Awareness).

Persons with **managerial responsibility** should be aware of relevant legislation and Approved Codes of Practice (ACOPs). These can be accessed via the Health and Safety Executive (HSE) website using the following links:

* To view **Acts owned and enforced by HSE**, click [here](https://www.hse.gov.uk/legislation/acts.htm).
* To view **Statutory Instruments owned and enforced by HSE** click [here](https://www.hse.gov.uk/legislation/statinstruments.htm).

Each member of staff should be given a copy of the completed checklist as their **Personal List of** **Essential Health and Safety Information**, which they are required to read.

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|  |  | **Core Awareness** | | **Need determined by level of managerial responsibility, role, work activities and competence** | | | |
| **A-Z Topics** | **Mark if applicable**  **🗸** | **University**  **General OHS**  **Arrangements**  **🗸** | **Departmental Procedures**  **🗸** | **HSE or other**  **General Advice** | **🗸** | **University**  **OHS Standard (Local Rule) or Guidance** | **🗸** |
| **A** |  |  |  |  |  |  |  |
| **Accident Reporting** | **🗸** | **🗸** | **🗸** | [Reporting Accidents and Incidents at Work INDG453 (rev1)](https://www.hse.gov.uk/pubns/indg453.pdf) |  | [Incident Reporting and Management OHS Standard](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/incidentreportingandmanagement/OHS_Standard_Incident_Reporting_and_Management.pdf)  [Guidance Note: Undertaking an Incident Investigation](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/incidentreportingandmanagement/Guidance_Note_-_Undertaking_an_Incident_Investigation.pdf) |  |
| **Asbestos at Work** |  |  |  | - |  | - |  |
| **Audit Process** | **🗸** | **🗸** | - | - |  | - |  |

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|  |  | **Core Awareness** | | **Need determined by level of managerial responsibility, role, work activities and competence** | | | |
| **A-Z Issue** | **Mark if applicable**  **🗸** | **University**  **General OHS**  **Arrangements**  **🗸** | **Departmental Procedures**  **🗸** | **HSE or other**  **General Advice** | **🗸** | **University**  **OHS Standard (Local Rule) or Guidance** | **🗸** |
| **C** |  |  |  |  |  |  |  |
| **Contractors and**  **Service Providers** |  |  |  | [Managing contractors: A guide for employers (HSG159)](https://www.hse.gov.uk/pubns/books/hsg159.htm) |  | [Guidance Note: Engaging External Service Providers](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Engaging_External_Service_Providers.pdf)  [Guidance Note: Safety Standards Expected from Service Providers](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Expected_Safety_Standards_of_External_Safety_Providers.pdf)  [Local Rule: Engaging External Service Providers](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/Engaging_External_Service_Providers.pdf)  [Hazard Identification and Risk Management OHS Standard](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/hazardidentificationampriskmanagement/OHS_Hazard_Identification_and_Risk_Management_Standard.pdf) |  |
| **Covid-19** | **🗸** | **🗸** | **🗸** | [Coronavirus (COVID-19) -Advice for Workplaces](https://www.hse.gov.uk/coronavirus/index.htm)  [NHS Inform Coronavirus (COVID-19)](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19)  [Scottish Government Coronavirus in Scotland](https://www.gov.scot/coronavirus-covid-19/)  [Foreign Travel Advice by Country (FCO)](https://www.gov.uk/foreign-travel-advice) |  | [University Coronavirus (COVID-19) Information](https://www.strath.ac.uk/coronavirus/)  [COVID-19 Safe Return to Campus](https://www.strath.ac.uk/safetyhealthwellbeing/safereturntocampus/) |  |
| **D** |  |  |  |  |  |  |  |
| **Data Protection and**  **Document Retention** | **🗸** | **🗸** | - | - |  | [University Data Protection Policy](http://www.strath.ac.uk/dataprotection/) |  |
| **Display Screen Equipment** | **🗸** | **🗸** | **🗸** | [Working with display screen equipment (DSE): A brief guide (INDG36)](https://www.hse.gov.uk/pubns/indg36.pdf)  [Upper limb disorders in the workplace (HSG60)](https://www.hse.gov.uk/pubns/books/hsg60.htm)  [Seating at work (HSG57)](https://www.hse.gov.uk/pubns/priced/hsg57.pdf) |  | [Accessing the Online Display Screen Equipment Course](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/Accessing_the_Online_Display_Screen_Equipment_Course.pdf)  [Display Screen Equipment OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/displayscreenequipment/) |  |
| **Driving at Work** |  |  |  | - |  | [Management of Occupational Road Risks OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/managementofroadrisks/) |  |
| **E** |  |  |  |  |  |  |  |
| **Electrical Safety** | **🗸** | **🗸** | - | [Electricity at work: Safe working practices (HSG85)](https://www.hse.gov.uk/pubns/priced/hsg85.pdf)  [Maintaining portable electrical equipment (HSG107)](https://www.hse.gov.uk/pubns/books/hsg107.htm) |  | [Guidance Note: Electrical Safety](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Electrical_Safety.pdf) |  |
| **Emergency Arrangements** |  |  |  | [Emergency Procedures](https://www.hse.gov.uk/toolbox/managing/emergency.htm) |  | - |  |
| **Events**  **(Organising and Hosting)** |  |  |  | - |  | [Guidance Note: Organising and Hosting Safe Events](https://www.strath.ac.uk/safetyservices/documentationforms/guidancenotes/) |  |

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|  |  | | **Core Awareness** | | **Need determined by level of managerial responsibility, role, work activities and competence** | | | |
| **A-Z Issue** | | **Mark if applicable**  **🗸** | **University**  **General OHS**  **Arrangements**  **🗸** | **Departmental Procedures**  **🗸** | **HSE or other**  **General Advice** | **🗸** | **University**  **OHS Standard (Local Rule) or Guidance** | **🗸** |
| F | |  |  |  |  |  |  |  |
| **Fire Safety** | | **🗸** | **🗸** | **🗸** | - |  | [Evacuation of Persons Using an Evacuation Lift](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [Investigation of Fire Alerts](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [Investigation of Fire Alerts (SSOW)](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [Building Re-occupation Protocols](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [Monthly Fire Safety Check Procedures](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [F01 - Request for a Personal Emergency Evacuation Plan](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [F02 - Personal Emergency Evacuation Plan](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [F03 - Monthly Fire Safety Checks Form](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [F04 - Request to Install a Fire Door Hold Open or Locking Device](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [F09 - Hazard Mapping Return](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/)  [F11 - Request to Install an Oven, Furnace, Sinter Over or Welding Equipment](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/firesafety/) |  |
| **H** | |  |  |  |  |  |  |  |
| **Hazardous Substances** | |  |  |  | [A step by step guide to](https://www.hse.gov.uk/pubns/priced/hsg97.pdf)  [COSHH assessment (HSG97)](https://www.hse.gov.uk/pubns/priced/hsg97.pdf)  [Working with substances hazardous to health A brief guide to COSHH (INDG136)](https://www.hse.gov.uk/pubns/indg136.pdf) |  | [Local Rule: Control of Substances Hazardous to Health](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/2012.09.11_-_Local_Rule_Control_of_Substances_Hazardous_to_Health.pdf) |  |
| **Homeworking** | |  |  |  | [Homeworkers (INDG226 HSE)](http://www.healthandsafetybookstore.co.uk/members/indg226.pdf) |  | [Display Screen Equipment OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/displayscreenequipment/)  [Homeworking - Guidelines for Homeworking](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Working_From_Home.pdf) |  |
| **I** | |  |  |  |  |  |  |  |
| **Induction and Training** | | **🗸** | **🗸** | **🗸** | - |  | - |  |
| **Inter-departmental Facilities** | |  |  |  | - |  | - |  |
| **L** | |  |  |  |  |  |  |  |
| **Lone Working** | |  |  |  | [Working alone - health and safety guidance on the risks of lone working (INDG73 HSE)](http://www.hse.gov.uk/pubns/indg73.pdf) |  | - |  |

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|  |  | | **Core Awareness** | | **Need determined by level of managerial responsibility, role, work activities and competence** | | | |
| **A-Z Issue** | | **Mark if applicable**  **🗸** | **University**  **General OHS**  **Arrangements**  **🗸** | **Departmental Procedures**  **🗸** | **HSE or other**  **General Advice** | **🗸** | **University**  **OHS Standard (Local Rule) or Guidance** | **🗸** |
| **M** | |  |  |  |  |  |  |  |
| **Management Arrangements** | |  |  |  | [Managing for Health and Safety (HSG65)](https://www.hse.gov.uk/pubns/books/hsg65.htm) |  | [Outline Occupational Health and Safety Arrangements](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/)  [Local Rule: Departmental Occupational Health and Safety Management Arrangements](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/)  [Departmental Occupational Health and Safety Management Arrangements – Appendices for Local Rule](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/)  [Roles, Responsibilities and Accountabilities OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/) |  |
| **Manual Handling** | |  |  |  | [Manual handling at work – a brief guide (INDG143 HSE)](http://www.hse.gov.uk/pubns/indg143.pdf) |  | [Accessing the Online Manual Handling course](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/Accessing_the_Online_Manual_Handling_Course.pdf)  [Manual Handling OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/manualhandling/) |  |
| **N** | |  |  |  |  |  |  |  |
| **New and Expectant Mothers** | |  |  |  | [Protecting new and expectant mothers at work](https://www.hse.gov.uk/mothers/) |  | [Local Rule: New and Expectant Mothers](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/Local_Rules_for_NEMS_2011.pdf)  [Amendment – New and Expectant Mothers June 2017](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/amendments/NEMS_Amendment_1_-_Change_to_Hazard_Statements.docx) |  |
| **No-Smoking Policy** | | **🗸** | **🗸** | **🗸** | - |  | [No Smoking OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/nosmoking/) |  |
| **Noise at Work** | |  |  |  | - |  | [Local Rule: Control of Noise](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/11.05.16_-__Control_of_Noise_(Current_Formatted).pdf) |  |
| **O** | |  |  |  |  |  |  |  |
| **Occupational Health Safety and Wellbeing Policy** | |  |  |  | - |  | [Occupational Health Safety and Wellbeing Policy](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/) |  |
| **Occupational Health Service** | | **🗸** | **🗸** | - | - |  | [Occupational Health Service Leaflet](https://www.strath.ac.uk/media/ps/safetyservices/OH_Leaflet_2017.pdf)  [Local Rule: Occupational Health](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/Local_Rule_Occupational_Health_Aug_2010_V1.pdf) |  |
| **P** | |  |  |  |  |  |  |  |
| **Personal Protective Equipment** | |  |  |  | [Personal Protective Equipment at Work](https://www.hse.gov.uk/ppe/index.htm) |  | [Local Rule: Personal Protective Equipment (PPE)](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/2014.02.20_-_PPE.pdf) |  |
| **Personal Safety** | | **🗸** | **🗸** | - | - |  | [Personal Safety Guide](https://www.strath.ac.uk/media/ps/sees/pers_safety_guide.pdf) |  |
| **R** | |  |  |  |  |  |  |  |
| **Retention of Records** | |  |  |  | - |  | [Guidance Note: Retention of OHS Records](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_the_Retention_of_OHS_Records.pdf) |  |
| **Risk Assessment (General)** | | **🗸** | **🗸** | **🗸** | [Five Steps to Risk Assessment (L163 HSE)](http://www.hse.gov.uk/pubns/indg163.pdf) |  | [Hazard Identification and Risk Management OHS Standard](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/standards/hazardidentificationampriskmanagement/OHS_Hazard_Identification_and_Risk_Management_Standard.pdf) |  |
| **Roles, Responsibilities and Accountabilities** | |  | **🗸** | **🗸** | [Managing for Health and Safety (HSG65)](https://www.hse.gov.uk/pubns/books/hsg65.htm) |  | [Roles, Responsibilities and Accountabilities OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/) |  |

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|  |  | **Core Awareness** | | **Need determined by level of managerial responsibility, role, work activities and competence** | | | | |
| **A-Z Issue** | **Mark if applicable**  **🗸** | **University**  **General OHS**  **Arrangements**  **🗸** | **Departmental Procedures**  **🗸** | **HSE or other**  **General Advice** | **🗸** | **University**  **OHS Standard (Local Rule) or Guidance** | **🗸** | |
| **S** |  |  |  |  |  |  |  | |
| **Safety Inspections** | **🗸** | **🗸** | **🗸** | - |  | [Guidance Note: Safety Inspections](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Safety_Inspections.pdf) |  | |
| **School Pupils on**  **Work Experience** |  |  |  | - |  | [Guidance Note: Accepting School Pupils on Work Experience](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Accepting_School_Pupils_on_Work_Experience.pdf) |  | |
| **Stress (Work-related) and Mental Health** | **🗸** | **🗸** | - | [Working together to reduce stress at work: A guide for employees (INDG424)](http://www.hse.gov.uk/pubns/indg424.pdf) |  | [Stress and Mental Health – Information for Employees](https://www.strath.ac.uk/wellbeing/stressandmentalhealth/) |  | |
| **Student Placements** |  |  |  | - |  | [Safety Requirements for the Placement of Students OHS Standard](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/Student_Placements.pdf)  [Guide for Students - Local Rules on the Safety Requirements for the Placement of Students](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Student_Placements.pdf) |  | |
| **T** |  |  |  |  |  |  |  |
| **Travelling or**  **Working Off-Campus** |  |  |  | - |  | [Guidance Note: Deep Vein Thrombosis](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Deep_Vein_Thrombosis_(DVT).pdf)  [Travel and Work off University Campus – Staff and Students OHS Standard](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/Travel_and_Work_Off_University_Campus.pdf)  [Management of Occupational Road Risks OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/managementofroadrisks/) |  |
| **V** |  |  |  |  |  |  |  |
| **Visitors (including**  **Visiting Researchers)** | **🗸** | **🗸** | - | - |  | - |  |
| **W** |  |  |  |  |  |  |  |
| **Water Quality Management** | **🗸** | **🗸** | - | - |  | - |  |
| **Work at Height** |  |  |  | [Working at Height - A brief guide (INDG401)](http://www.hse.gov.uk/pubns/indg401.pdf) |  | [Local Rule: Work at Height](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/localrules/2011.08.29_-_Work_at_Height_-_Current.pdf) |  |
| **Work Equipment** | **🗸** | **🗸** | **🗸** | [Providing and using work](https://www.hse.gov.uk/pubns/indg291.pdf)  [equipment safely: A brief guide (INDG291)](https://www.hse.gov.uk/pubns/indg291.pdf) |  | - |  |
| **Workplace Access** | **🗸** | **🗸** | - | - |  | [Access to University Premises Policy](https://www.strath.ac.uk/media/ps/estatesmanagement/security/Access_to_University_Premises_Policy_updated_-_22_April_2022.pdf) |  |
| **Workplace Safety** | **🗸** | **🗸** | - | [Workplace Health, Safety and Welfare - A short guide for Managers (INDG244)](http://www.hse.gov.uk/pubns/indg244.pdf) |  | [Guidance Note: Managing Workplace Environment Requirements](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Managing_Workplace_Environment_Requirements.pdf) |  |
| **Workplace Transport** |  |  |  | [Workplace Transport Safety – An overview (INDG199)](http://www.hse.gov.uk/pubns/indg199.pdf)  [A guide to workplace transport safety (HSG136)](https://www.hse.gov.uk/pubns/books/hsg136.htm) |  | [Management of Occupational Road Risks OHS Standard](https://www.strath.ac.uk/safetyservices/documentationforms/ohsoperationalcontrolstandards/managementofroadrisks/) |  |

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| **Table 2**  **Occupational Health and Safety Induction – Part 2**  **Health and Safety Training Selector**  **(Lower Risk Departments / Schools / Professional Services)** | | | |
| * Initial health and safety training should be provided to new personnel based on their work activities, roles, responsibilities and level of competence. * The list below includes most of the general awareness and specialist courses provided or arranged by Safety, Health and Wellbeing. The Safety, Health and Wellbeing Training Course Catalogue can be accessed via the SHaW webpage by clicking [here](https://www.strath.ac.uk/safetyhealthwellbeing/). * DSC’s will demonstrate the use of the [DAT on-line booking system](https://bookings.strath.ac.uk/Home/CoursesList?SelectedCategory=Health%20and%20Safety) to book internal courses. * As a general rule, training is recommended as follows: * Mandatory Training – all staff; * Specific Role or Responsibility – Governance and Leadership Roles, Senior Management Roles, Operational Management Roles, Compliance Support Roles, SACSOH Members, Departmental Safety Coordinator’s, Fire Safety Coordinator’s, Manual Handling Assessor, Display Screen Equipment Assessor, Risk Assessor, COSHH Assessor, DSEAR Assessor, etc; * Specific Safety Roles – First Aider, Mental Health First Aider, Fire Safety; * Work Activity – required training for staff involved in specific work activities. * Other training may need to be sourced by Line Managers, or the DSC, from external providers. If necessary, Safety, Health and Wellbeing can advise on the selection of organisations and the content of courses. * A copy of the completed Table 2 should be given to the inductee as their **Personal Training Schedule**. * A copy of the completed Table 2 should also be retained with the main Induction Checklist and all completed training entered in the inductee’s Personal Record of Health and Safety Training. | | | |
| **Safety, Health and Wellbeing Training Course** | **Mandatory Training (✓)** | **Scheduled**  **Date** | **Completion**  **Date** |
| **Mandatory Training – All Staff** | | | |
| Occupational Health and Safety Induction – Part 1 | **✓** |  |  |
| Occupational Health and Safety Induction – Part 2 | **✓** |  |  |
| Display Screen Equipment Online Awareness | **✓** |  |  |
| Fire Safety Awareness | **✓** |  |  |
| Manual Handling Online Awareness | **✓** |  |  |
| Stress Awareness Online | **✓** |  |  |
| **Governance and Leadership Roles** | | | |
| IOSH Safety for Executives and Directors |  |  |  |
| **Senior Management Roles** | | | |
| IOSH Safety for Executives and Directors |  |  |  |
| Head of Department Legal Responsibilities |  |  |  |
| Principles and Practice of Risk Assessment |  |  |  |
| **Operational Management Roles** | | | |
| IOSH Managing Safely (as a minimum standard) |  |  |  |
| Principles and Practice of Risk Assessment |  |  |  |
| COSHH Assessors (Where appropriate to Role) |  |  |  |
| Safe360 Incident Reporting and Investigation |  |  |  |

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| **Safety, Health and Wellbeing Training Course** | **Mandatory Training (✓)** | | **Scheduled**  **Date** | | **Completion**  **Date** |
| **Compliance Support Roles** | | | | | |
| NEBOSH National General Certificate (Where appropriate to role) |  | |  | |  |
| IOSH Managing Safely (Where appropriate to role) |  | |  | |  |
| Principles and Practice of Risk Assessment |  | |  | |  |
| COSHH Assessors (Where appropriate to role) |  | |  | |  |
| Safe360 Incident Reporting and Investigation |  | |  | |  |
| Safe360 System User Training |  | |  | |  |
| **SACSOH Members** | | | | | |
| IOSH Managing Safely / IOSH Safety for Executives and Directors (Where appropriate to role) |  | |  | |  |
| Principles and Practice of Risk Assessment |  | |  | |  |
| **Departmental Safety Coordinator** | | | | | |
| NEBOSH National General Certificate (Where appropriate to role) |  | |  | |  |
| IOSH Managing Safely (Where appropriate to role) |  | |  | |  |
| Principles and Practice of Risk Assessment |  | |  | |  |
| Departmental Safety Coordinator |  | |  | |  |
| Departmental Safety Inspection |  | |  | |  |
| Safe360 Incident Reporting and Investigation |  | |  | |  |
| Safe360 System User Training |  | |  | |  |
| **DSE Assessor** | | | | | |
| Principles and Practice of Risk Assessment | |  | |  |  |
| DSE Risk Assessors | |  | |  |  |
| **Fire Safety** | | | | | |
| **Departmental Fire Safety Coordinator** | | | | | |
| Departmental Fire Safety | |  | |  |  |
| **Use of Fire Extinguisher** | | | | | |
| Fire Extinguisher | |  | |  |  |
| **Use of Evacuation Chair** | | | | | |
| Use of Evacuation Chair Part 1 Theory | |  | |  |  |
| Use of Evacuation Chair Part 2 Practical | |  | |  |  |
| **Security Services Staff** | | | | | |
| Use of Evacuation Lift | |  | |  |  |
| Investigation of Fire Alerts | |  | |  |  |
| **First Aider (depending on responsibilities)** | | | | | |
| Emergency First Aid at Work | |  | |  |  |
| First Aid at Work | |  | |  |  |
| First Aid at Work re-qualification | |  | |  |  |
| Basic Life Support and Safe Use of an Automated External Defibrillator | |  | |  |  |
| **Manual Handling Risk Assessor** | | | | | |
| Principles and Practice of Risk Assessment | |  | |  |  |
| Manual Handling Backcare Awareness | |  | |  |  |
| Manual Handling Risk Assessors | |  | |  |  |
| **Mental Health First Aider** | | | | | |
| Leading First Aid for Mental Health at SCQF Level 6 | |  | |  |  |
| **Need determined by Work Activity** | | | | | |
| COSHH Essentials | |  | |  |  |
| Managing Work Related Stress for Managers | |  | |  |  |
| Personal Safety Awareness | |  | |  |  |
| Student Placement Awareness | |  | |  |  |
| Work Equipment and Machinery Safety | |  | |  |  |