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# Health and safety induction

A health and safety induction should be conducted for all new workers and when the production moves to a new location. Key points should be repeated daily and on call sheets.

PRODUCTION TITLE \_\_\_\_\_

PRODUCTION DATES \_\_\_\_\_

LOCATION \_\_\_\_\_

- Everybody is responsible for their own and others health and safety under the Health and Safety at Work Act 2015. If you are unsure of your responsibilities speak with your direct supervisor or the health and safety officer.
- If you have a safety issue or need to report a safety risk, speak with the relevant head of department, an assistant director, the health and safety officer, producer or production manager and fill in the risk register, which is located

\_\_\_\_\_

- The health and safety officer is \_\_\_\_\_  
and can be contacted \_\_\_\_\_

- The medical professional / nurse on set is \_\_\_\_\_  
and can be contacted \_\_\_\_\_

- First aid kits are located \_\_\_\_\_

- Fire extinguishers are located \_\_\_\_\_

- In the event of an emergency, exit to the designated assembly point, this is \_\_\_\_\_

- Call 111 in an emergency, other emergency numbers are on the daily call sheet.

- Emergency equipment is only to be used for emergencies.

- Restricted areas include [or verbal update]

\_\_\_\_\_

- No bullying or harassment, of any kind, will be tolerated. If you experience or witness any such incident or are a victim yourself, report it to the medical professional, the health and safety officer, the production manager, or anyone else that you feel comfortable talking to – including an external agency.

- Being under the influence of alcohol and drugs is not tolerated. See the medical professional if you are on any prescription drugs that may affect your work.

- See the medical professional if you have any medical conditions.

