



*"Induct employees immediately and comply with the MHSW 1999."*

## Induction Training

### Employee Induction

Employees are more likely to have an accident within their first month of employment, than at any other period. The Management of Health and Safety at Work Regulations 1999 requires that new employees are provided with an adequate Health and Safety induction.

An employee is most likely to have an accident in his first month of employment- failure to comply with the MHSW regulations leaves your organisation exposed to legal claims.

### Interactive Employee Induction Training

LearnSafe's induction and health and safety essentials module provides a comprehensive induction to enable compliance with the MHSW regulations. This module serves as the gateway to the other in-depth modules, providing an integrated safety training program for your employees.

### Management Reporting (LMS)

The reporting module allows you to manage all of your training from one central location and provides a picture of progress throughout your organisation. Automatic reminders and scheduled re-training functions mean that you can focus on pro-active safety management and let the system manage your training and assessments, across multiple sites.

### The LearnSafe Induction Module Will:

- ✔ Induct employees as soon as they join
- ✔ Introduce staff to basic health & safety concepts
- ✔ Reduce your legal exposure from new starts
- ✔ Provide an integrated learning experience via the other modules
- ✔ Link with HR employee handbook
- ✔ Automate the training process via the Learning Management System

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## Induction Module Detail

### Audience:

**This module is aimed at all new starts including temporary, part time and contract workers. It is a legal requirement that you perform a Health and Safety induction to all employees under the Management of Health and Safety at Work Regulations 1999.**

### Course Objectives:

- ✔ Deliver a foundation level of knowledge of the key Health and Safety areas to new starts
- ✔ Outline common accident and injury causes within organisations
- ✔ Define the role that employees are expected to play in contributing to a safe working environment
- ✔ Define the legal responsibilities that employees have to report accidents and near misses
- ✔ Outline the key points of the noise at work regulations
- ✔ Provide an understanding of the key elements of a safety policy and how it contributes to overall safety

### Course Content:

#### Overview

- ✔ Why is this course important?
- ✔ Your working environment
- ✔ Health & Safety legislation
- ✔ Duty of care
- ✔ Health and safety policy

#### Working Environment

- ✔ Working with electricity
- ✔ Work equipment
- ✔ Noise
- ✔ Health & Hygiene
- ✔ Health and safety policy

#### Fire Safety

- ✔ What is fire?
- ✔ The fire triangle

- ✔ Discovering a fire
- ✔ Evacuation procedures
- ✔ Fire Hazards
- ✔ Fire prevention

#### Hazardous Substances

- ✔ What are hazardous substances?
- ✔ The effect of hazardous substances on the body
- ✔ COSHH
- ✔ Controlling hazardous substances

#### Slips, Trips & Falls

- ✔ Slips, trips & falls statistics
- ✔ Hazard spotting
- ✔ Working at height

- ✔ Avoiding/preventing slips, trips and falls

#### DSE

- ✔ Symptoms of Injury
- ✔ Injury causes and prevention
- ✔ Workstation set up
- ✔ Eyestrain
- ✔ Office environment
- ✔ Breaks

#### Occupational Road Risk

- ✔ Your vehicle
- ✔ Driver fitness and comfort
- ✔ Planning your journey
- ✔ Safe driving behaviour