



**Safety, Health,
Environment and
Quality (SHEQ)
Induction**

Form	CM-F-03
Author	R Burnham, D Matthews, R turner
Issue Status	12
Date	21.05.21

Item	Initial the right-side column if you....	Initials	
General – Health, Safety, Environmental and Quality			
1. Induction video	have watched our Induction video in full and understand the contents therein	A·B	
2. Depot Induction Presentation	have completed our depot Induction presentation in full and agree to abide by the contents therein	A·B	
3. Manual Handling video	have watched the child's play video	A·B	
4. Display Screen Equipment video	have watched DSE (computer user) video	N·A	
5. Environmental Management video	agree to help us minimise waste and take care of our environment, by driving carefully, reducing waste, and promoting environmentally friendly practices	A·B	
6. Depot/Office Welfare Facilities	have been shown around the depot and our swipe in/out process, introduced to our teams, and informed of the safe way to navigate the site protected from plant and vehicle movements	A·B	
7. First Aid and Fire Protection	have been informed who the first aiders and fire marshals are, how to leave the depot and where the assembly point is	A·B	
8. Fatigue Management	have been informed that shifts are assigned and planned via the HSE Fatigue Calculator.	A·B	
9. Reporting Accidents and Incidents	agree to report ALL environmental and safety events to us immediately	A·B	
10. Reporting Close Calls and Good Practices	have been shown how to raise close calls or report good practices via the 'Close Call It' App	A·B	
11. Readypower's Integrated Management (IMS) System	are a computer/tablet user with access to our Intranet and have been shown how to navigate it and find current IMS docs	A·B	
12. Data Protection	have been given an overview of our GDPR controls and Internal Privacy Notice, and agree to allow us to manage your personal data	A·B	
13. Driving	have been given the Driving 'Policy & Handbook' and agree to abide by it	A·B	
14. E-learning program	have been informed of the iHASCO e-learning training platform you may be using	A·B	
15. Working at Height	have been asked to check risk assessments before undertaking tasks at height. If your role requires frequent working at height, agree you will not do so until you have the training and equipment to help protect you from falls	A·B	
16. Work Safe Policy	have been encouraged to stop work if you feel what you or others are doing is unsafe, and that you will be fully supported by management if you do, and will not be reprimanded	A·B	
Site Workers, Plant Operators and Maintenance Personnel			
17. Competence	agree never to do tasks that are unsafe or use work equipment you have not been trained to use, and to report any occurrence to our call centre where you are being forced to do so	A·B	
18. Personal Protective Equipment (PPE)	have been issued PPE for your job, and told Readypower will issue you with any special PPE required for specific tasks (PPE is issued free of charge to employees)	A·B	
19. Safety Behaviours and Whistleblowing	have watched in full, and understood our Safety Behaviours training video, agree to comply with the messages therein, and will notify our call centre of any bullying or deliberate unsafe acts (knowing you can do so without repercussions to yourself)	A·B	
20. Clean Shaven Policy	agree to only accept rail shifts on sites with this policy in place, with the intent to be clean shaven and face fit tested	A·B	
21. Authority to Work / Move Plant Cards	have been informed of the ATW and ATM card system	N·A	
22. Risk Assessments	have been notified of our RA procedure, where to access the current RAs, and agree to abide with the control measures therein	A·B	
Miscellaneous			
23. Compliance Info CD / USB stick	received and agreed to read the info we issue you on the CD / USB Stick. If there are any elements you disagree with, you will notify us in writing so we can act	N·A	
24. COVID – 19 Policy	have been informed of Readypower's latest policy and control measures regarding this disease	A·B	
25. Photo ID	have provided a photo of yourself taken from the waist up against a white background	A·B	
26. Declaration	agree to always inform us of any prescribed medication you're taking, if you're feeling fatigued or unwell, if you have recently worked hours or shifts that may impact compliance on shifts we allocate you, and agree to follow rules implemented by the company for my safety and wellbeing	A·B	
	Print Name	Signature	Date
Inductor	Alan May		15/05/20
Inductee	Anthony Bevin		15/8/22