

Health and Safety Induction and On-going Training Procedure

Name of Employee:

Post:

Date :

The following procedure will be carried out by the relevant Supervisor on the new employees first day at work:-

First Day

No	Induction Point	✓
1	Explain to new employee what they will be required to do and to whom they are responsible.	
2	Show the employee where the Company Safety Policy is kept, explain its purpose and ensure they are made aware of their responsibilities under the policy.	
3	Warn the employee of any potential dangerous areas of operation in the work area.	
4	Ascertain if there are any specific training requirements needed and arrange for it to be carried out.	
5	Issue to employee any protective equipment necessary and explain the procedures for replacement of damaged or lost items, where and how the PPE should be stored, how the PPE should be maintained.	
6	Show employee location of first aid box and explain the procedure to be followed in the event of an accident, in particular, the necessity to record all accidents, however trivial they appear at the time.	
7	Show employee location of fire fighting equipment, fire alarm points, evacuation route and muster point.	
8	Ask employee whether or not they have any points they want to raise regarding health and safety arrangements.	

Glaziers

No	Induction Point	✓
9	Go through Glaziers training guidelines (Appendix 1) and determine any training needs	
10	Set a training programme with timescales to meet the above needs	
11	Enter Employee onto central Training Matrix	

Second Day

No	Induction Point	✓
12	Go through the Risk Assessments that apply to the areas in which they work and the tasks that they will be undertaking	
13	Go through any Method Statements that they may need to know about	
14	Go through the Health and Safety Protocols	

Glaziers – On-going

No	Training Point	✓
15	Undertake training in accordance with the training programme established in 10 above	
16	Record training on central training matrix	
17	Review training needs on and annual basis	

All – On-going

No	Training Point	✓
18	Present toolbox talks to employees as per programme	
19	Record training on central training matrix	

APPENDIX 1

GLAZING PERSONNEL

TRAINING GUIDE-LINES

In order to maximise glaziers skills, please indicate next to each subject your strength / knowledge :

i.e. a) Skilled b) Some Experience c) Limited Experience
 d) No Experience

eg : Glass Cutting = a)
 Armour Plate Doors = c)
 Boarding Up = b)

Strengths / Skill

1. Glass Cutting / Handling all types
2. Measuring
3. Boarding Up
4. Armour plate Doors
5. Mitre Joints
6. Butt Joints
7. Silicone Joints
8. Running Putty
9. Pointing Putty
10. Hacking Out
11. Double Glazed Units
12. Measuring
13. Fitting uPVC & Wood
14. Patio Doors
15. Sliding Sash Windows
16. Replace Sash Cords
17. Warwick Windows
18. Spring Loaded Sash Windows
19. Patent Glazing
20. Cladding
21. Horticultural Glazing
22. Leaded Light Repairs
23. Cutting / Drilling Mirrors
24. Fitting Mirrors
25. Any Process Work
26. Hole cutting / fitting Expelair
27. Cutting out / Reglazing Plates

Please indicate if you have any particular strengths / weaknesses in any subject so that training can be arranged accordingly.

Are you familiar with the law regarding low level glazing ?