

Health and Safety Employee Review

Dated <date>

To <name>

From <name>

It is incumbent upon Benier (UK) Ltd (the company) to ensure that all its employees understand, comply with and are able to competently carry out the companies health and safety policy.

This places a burden upon the company to communicate all aspects of its health and safety policy to its employees, as well as provide adequate training in all aspects of health and safety relevant to employee activities and environment.

Further it is a contractual condition of employment within the company, that employees read, understand and agree to comply with the companies Health and Safety policy.

To this end the company requires all employees to fill in and sign the attached review form. Data collected from this will permit the company to address any issues of training whilst committing the employee to a degree of competency in those areas where compliance is confirmed.

The review form requires either **Y** (yes) or **N** (no) in each of the pertinent boxes

All employees are to fill in rows where the 2nd column states **All** but may fill in other rows where they wish.

Employees working in the stores area are to additionally fill in rows where the 2nd column states **Stores**.

Service and field engineers are to additionally fill in rows where the 2nd column states **Engineers**.

Once completed the review form is to be signed, dated and returned.

Copies of the company Health & Safety policy together with pertinent employee training records will be available upon request or will (during induction reviews) accompany this review document.

Health and safety issues pertaining to the subject of.....	This safety subject is relevant to the following employee duties.	I am aware of and able to identify potential hazards re this subject	I am able to make a risk assessment re this subject	I need relevant safety training re this subject	I have had relevant safety training re this subject	I have read and understand company safety policy re this subject	I agree to comply with company safety policy re this subject	Refer to page #
Accident reporting	All							
Fire & explosion	All							
First Aid procedure	All							
Human	All							
Manual handling	All							
Noise	All							
Office machines	All							
Office Maintenance	All							
PPE	All							
Road safety	All							
Slips, trips, falls	All							
Electrical Installation	Engineers							
Electrical testing	Engineers							
Gas & Oil handling	Engineers							
Hand tools	Engineers							
Machinery guarding	Engineers							
Pressure systems	Engineers							
Vibration	Engineers							
Working on equipment & machinery	Engineers							
Asbestos	Engineers							
Radiation	Engineers							
Hazardous substances	Engineers & Stores							
Maintenance & building work	Engineers & Stores							
Transport in the work place.	Engineers & Stores							
Working at heights	Engineers & Stores							

Signed.....Print Name.....Date.....