

INDUCTION QUESTIONNAIRE

Name (Print)

Job Title

READ THE QUESTIONS CAREFULLY - Tick the correct box or circle the correct answer
(there may be more than one correct answer to a question)

ALL PERSONNEL

1	Employees should recognise all injuries can be prevented	☐ TRUE ☐ FALSE	
2	Research confirms that approximately 96% of all injuries are caused by unsafe acts of people and not by equipment problems and / or chance	☐ TRUE ☐ FALSE	
3	This means that you can contribute to your own health and wellbeing if in your daily work routine, YOU THINK SAFETY AND WORK SAFELY	☐ TRUE ☐ FALSE	
4	One of your main occupational health and safety responsibilities is NOT TO TAKE RISKS which could lead to injury	☐ TRUE ☐ FALSE	
5	What is a Hazard ☐ SOMETHING WITH THE POTENTIAL TO CAUSE HARM ☐ AN EVENT WHERE THE CONDITIONS FOR AN ACCIDENT ARE PRESENT BUT, DUE TO LUCK, THE ACCIDENT DID NOT HAPPEN		
6	Define a Near Miss ☐ SOMETHING WITH THE POTENTIAL TO CAUSE HARM ☐ AN EVENT WHERE THE CONDITIONS FOR AN ACCIDENT ARE PRESENT BUT, DUE TO LUCK, THE ACCIDENT DID NOT HAPPEN		
7	Falling Objects - Material, especially heavy bulky scrap metal items can be unstable and fall away from non-sided lorries, such as flat beds, especially when restraints (ropes, chains, webbing, slings etc.) are released	☐ TRUE ☐ FALSE	
8	Always ensure that you are aware of all mobile plant around you and that safe distances are maintained	☐ TRUE ☐ FALSE	
9	In areas where you may have to pass near mobile plant, always stop and get the driver's attention. Wait for the driver to bring the machine to rest/ground before passing	☐ TRUE ☐ FALSE	
10	You must immediately report ☐ ALL UNSAFE ACTS ☐ ALL UNSAFE CONDITIONS ☐ ANY INJURY OR ILLNESS ☐ ALL OF THE ABOVE		
11	If guards are removed and you are working on the machine you must ☐ MAKE SURE YOUR COLLEAGUES ARE ADVISED ☐ MAKE SURE THE POWER SOURCE IS REMOVED AND LOCKED OUT PRIOR TO STARTING WORK ☐ REPLACE THE GUARDS BEFORE YOU MAKE ANY TEST RUNS		
12	Always wash your hands before you eat, drink, smoke or use the toilet	☐ TRUE ☐ FALSE	



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13	Correct Manual Handling requires you to (Tick all that apply) ☐ KEEP THE BACK STRAIGHT ☐ LIFT WITH LEGS AND ARM MUSCLES RATHER THAN BACK MUSCLE ☐ CARRY THE LOAD CLOSE TO THE BODY ☐ GET HELP IF THE LOAD IS AWKWARD OR APPEARS TOO HEAVY			
14	Why is machinery guarded ☐ TO PROTECT YOU FROM MOVING PARTS WHICH CAN CAUSE VERY SERIOUS INJURIES ☐ TO MAKE THE MACHINE LOOK GOOD			
15	Before you reinstate power is it best practice to (Tick all that apply) ☐ CHECK NO ONE IS IN THE IMMEDIATE AREA ☐ CHECK THAT NO TOOLS ARE LEFT BEHIND ☐ CHECK THAT THE GUARD IS FULLY SECURED			
16	A banksman is directing you as you reverse your vehicle, but he suddenly goes out of view, what do you do ☐ KEEP REVERSING UNTIL HE RE-APPEARS ☐ KEEP REVERSING UNTIL HE SHOUTS ☐ STOP			
17	Have you been told where the noise hazard areas are	☐ YES	☐ NO	
18	Do you realise how important Housekeeping is	☐ YES	☐ NO	
19	What does Egan Waste Services policy tolerate for the misuse of drugs and alcohol whilst at work ☐ IN MODERATION ☐ ZERO			
20	Where is the Fire (emergency) Assembly Point ☐ OUTSIDE THE DRUM STORE ☐ EGAN WASTE CAR PARK ☐ OUTSIDE THE OFFICES			
INDUCTEE				
Name		Signed	Date	Position
INDUCTED BY				
Name		Signed	Date	Position
Comments:				