

Induction Confirmation Form

In order to comply with our principles of social responsibility and health and safety it is necessary for each new participant to be taken through our Induction Process and formally acknowledge having been advised of the following:

- The Code of Conduct that applies to this Shed project.
- The Safety, Health and Welfare conditions as applicable to this Shed project.
- The specific working practices that have been put in place in order to ensure safe enjoyment of the facilities.

The Induction process will include

- Walk round of facilities
- Confirmation of understanding of the Code of Conduct
- Health & Safety briefing
- Instructions on use of relevant tools
- Signing of Induction Confirmation
- Discussion of any health issues or medications (and their side effects) that may impact on usage of tools (specific risk assessments may be carried out on individuals as needed).

Name _____

I confirm having been shown and talked through the Code of Conduct that applies to the Shed. I understand it and confirm that I will comply with the terms at all times. I also understand that non-compliance with any part will result in my being asked to leave the session.

Signed by participant		Date
Signed by supervisor		Date

I confirm having been shown and talked through the Safety, Health and Welfare documents that are in use on the Shed. I understand them and confirm that I will comply with the terms at all times.

Signed by participant		Date
Signer by supervisor		Date

This second page of the Induction Confirmation Form is an 'ongoing' document and will be signed 'as and when' and kept in the designated folder at the Shed.

I confirm having been shown and talked through the Usage Instructions for each of the tools listed below that are available for use on the Shed. I understand them and confirm that I will ensure my use of those tools is strictly in accordance with the Usage instructions.

Lathe	Signed by participant		Date
	Signed by supervisor		Date

Scroll Saw	Signed by participant		Date
	Signed by supervisor		Date

Bench Grinder	Signed by participant		Date
	Signed by supervisor		Date

Mitre Saw	Signed by participant		Date
	Signed by supervisor		Date

	Signed by participant		Date
	Signed by supervisor		Date

	Signed by participant		Date
	Signed by supervisor		Date

	Signed by participant		Date
	Signed by supervisor		Date