



CHECKLIST

Your first week on a new site

The safety induction checklist

By the SkillTeam learning design team · October 2026

CHECKLIST · NO. 04

Your first week on a new site

THE SAFETY INDUCTION CHECKLIST

The first weeks on a new site are the risky ones. The UK regulator puts it plainly: workers are as likely to have an accident in their first six months at work as during the whole of the rest of their working life.¹

A Canadian study of workers' compensation claims found the same pattern at a finer scale. Workers in their first month on the job were over four times more likely to have a lost-time claim than workers with over a year in their current job.²

The stakes are not small. The ILO estimates that in 2019 around 2.93 million workers died from work-related causes, and over 395 million were injured at work.³

That is not about careless people. A new starter does not yet know where the isolators are, which aisle the forklifts use at seven in the morning, or who to tell when something looks wrong. An induction exists to close that gap fast, and a checklist makes sure nothing is skipped because the supervisor was busy.

The week at a glance

FIG. 1



Before

PPE, papers,
who to call



Day 1

Walk round, exits,
assembly, first aid



Day 2

Hazards of this site,
in your own words



Day 3

Permits, lock-out,
who signs what



Day 4

Fire, spills
and a drill



Day 5

Sign-off with
your supervisor

One page per day. Tick only what you have seen or done yourself, not what you were told about.

How to use it

- **Print two copies.** One for the new worker, one for the supervisor. Both tick, both initial each day.
- **Write in the blanks.** Names, numbers and places on this site. A checklist with the blanks filled in is the induction record.
- **Sign it on day five** and file it with the worker's training record. If a line is not done, write why and when it will be.
- **Adapt it.** It is written for any industrial site. Add what is special about yours: confined spaces, marine work, chemicals, heights.

¹ HSE. *New to the job: health and safety*. hse.gov.uk/vulnerable-workers/new-to-the-job.htm

² Breslin, F. C. and Smith, P. (2006). Trial by fire. *Occupational and Environmental Medicine* 63(1). doi.org/10.1136/oem.2005.021006

³ ILO (2023). *A call for safer and healthier working environments*. Estimates for 2019. ilo.org

BEFORE DAY ONE

PPE, papers, who to call.

Settle the basics before the first shift, so day one is spent on the site and not in an office filling in forms.

- ☐ **PPE issued, fitted and in the right size: helmet, boots, glasses, gloves, high-visibility clothing, hearing protection, as this site requires.**

WHY Employers must provide protective clothing and equipment where it is needed, and safety measures must not cost the worker anything.⁴

- ☐ **You know which areas need which PPE.**

WHY Rules change at a door or a painted line. Walk it on day one, but see the map now.

- ☐ **Certificates for any job you will do are checked and copied: forklift, work at height, hot work, first aid.**

WHY In Vietnam, workers in jobs with strict safety requirements must be trained and given a safety card before they are assigned the work.⁵

- ☐ **Your induction is booked inside working hours.**

WHY The UK regulator's guide says training must happen during working hours and not at the employee's expense.⁶

- ☐ **A buddy is named for the first week.**

WHY Someone to ask the small questions without feeling stupid. Our view, and cheap.

Who to call on this site

FILL IN

Supervisor _____ Phone _____

Site safety lead _____ Phone _____

First aider on my shift _____ Phone _____

Emergency number on this site _____ Buddy _____



⁴ ILO (1981). Occupational Safety and Health Convention (No. 155), Arts 13, 16(3), 18, 19(d), 19(f), 21. normlex.ilo.org

⁵ Vietnam National Assembly (2015). Law on Occupational Safety and Hygiene No. 84/2015/QH13, Arts 6(1) and 14. thuvienphapluat.vn

⁶ HSE (2012). *Health and safety training: a brief guide*, INDG345 rev1. hse.gov.uk/pubns/indg345.pdf

DAY 1

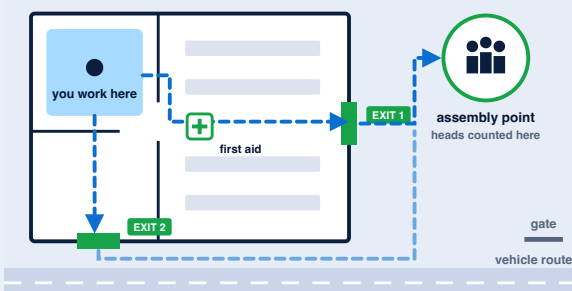
The walk round: exits, assembly point, first aid.

Spend day one on your feet with your supervisor. Every line on this page is something to see, not something to be told.

- ☐ **Walk the route from the gate to your workplace, and the way out again.**
WHY You will use it tired, early and maybe in the dark.
- ☐ **Two ways out of your work area. You have walked both.**
WHY In the US, the emergency plan must be reviewed with each employee when they are first assigned to a job.⁷
- ☐ **The assembly point, and who counts heads there.**
WHY If nobody knows you are out, someone may go back in to look for you.
- ☐ **What the alarm sounds like, and when it is tested.**
WHY The first time you hear it should not be the real one.
- ☐ **The first aid kit, the eyewash, the first aider, and how to call them.**
WHY Employers must provide for emergencies and accidents, including adequate first aid.⁴ HSE lists first aid, fire and evacuation as basic induction for every new recruit.⁶
- ☐ **Where people walk and where vehicles drive.**
WHY Ask which routes are busiest, and at what time.

Draw it for your site

FIG. 2



Two ways out, one place to meet. Drawn by SkillTeam. Ask the new worker to draw this for their own area on day one.



DAY 1 DONE: NEW WORKER

SUPERVISOR

DATE

⁷ OSHA. 29 CFR 1910.38(f), Emergency action plans: review with employees. [ecfr.gov](https://www.ecfr.gov)

DAY 2

The hazards of this site, in your own words.

Day two has a simple test. Can the new person explain the main hazards back, without reading them?

Explaining back is not a formality. People who are asked to recall what they learned keep far more of it days later than people who simply read it again.⁸ So the supervisor names the hazards, and the new worker says them back, in their own words, in their own language.

☐ **The top hazards of my area, explained back to my supervisor.**

WHY Workers should be aware of the hazards and risks that apply to them.⁹ Write them below.

☐ **The chemicals I will handle, where their safety data sheets are, and how to read one.**

WHY In the US, chemical hazard training happens at the first assignment and includes where the safety data sheets are kept.¹⁰

☐ **How to report a hazard or a near miss, and to whom.**

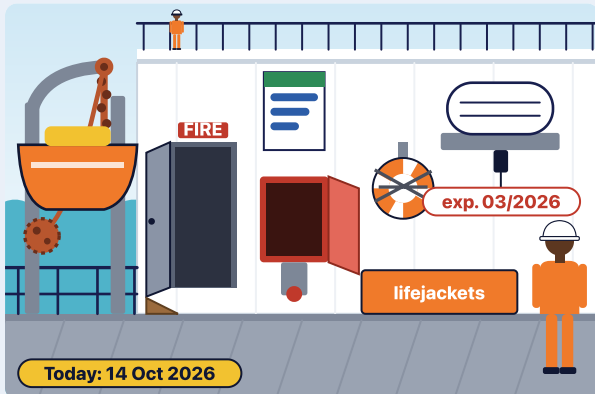
WHY Workers report any imminent and serious danger straight to their supervisor.⁴

☐ **My right to stop and step away from serious danger.**

WHY A worker who removes themselves from imminent and serious danger must be protected from undue consequences.⁴ In Vietnam, the law adds that the worker keeps full pay, and must report at once to the direct manager.⁵

Spot the hazards

REAL DRAWING



From Port State Control: Junior, built for AMLA. The learner taps five deficiencies on this deck. Try the same on your own site: ask the new person how many they can find before you say a word.

The hazards of my area

IN MY WORDS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

DAY 2 DONE: NEW WORKER

SUPERVISOR

DATE

⁸ Roediger, H. L. and Karpicke, J. D. (2006). Test-enhanced learning. *Psychological Science* 17(3). doi.org/10.1111/j.1467-9280.2006.01693.x

⁹ ISO 45001:2018. Occupational health and safety management systems. Clauses 7.2, 7.3, 8.2. iso.org/standard/63787.html

¹⁰ OSHA. 29 CFR 1910.1200(h), Hazard communication: employee information and training. ecfr.gov

DAY 3

Permits, lock-out, and who signs what.

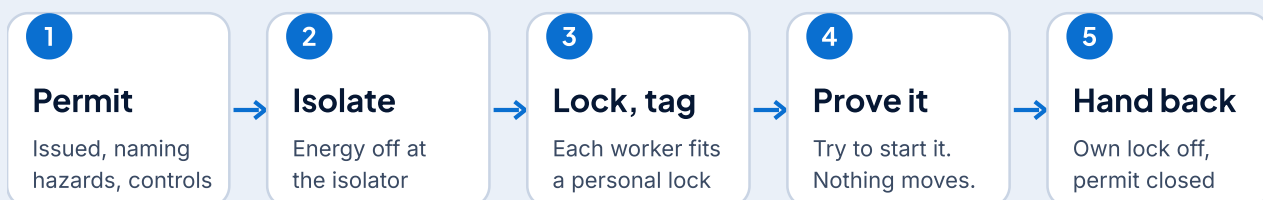
Most new starters will not hold a permit or a lock in week one. They still need to know what one looks like, and what they must never touch.

A permit to work is a formal, written process to control work that has been identified as potentially hazardous, and a way of making sure the people in charge and the people doing the work are talking to each other.¹¹

Lock-out keeps machines from starting while someone is working on them. In the US, the regulator estimates that compliance with its lock-out rule prevents about 120 deaths and 50,000 injuries a year.¹²

One job, start to finish

FIG. 3



Drawn by SkillTeam from HSE HSG250 and OSHA 29 CFR 1910.147. Your site's procedure decides the details.

- ☐ **Which jobs on this site need a permit.**
WHY Hot work, confined spaces, work at height and live electrical work are the usual ones. Ask for your list.
- ☐ **Who issues, who accepts and who closes a permit. Names written below.**
WHY HSE expects a permit system to say clearly who may authorise work, and to train people in issuing, using and closing permits.¹¹
- ☐ **I have seen a lock-out done: isolate, lock, tag, try.**
WHY Workers affected by lock-out must be told its purpose and use, and everyone else in the area must be told not to restart locked equipment.¹³
- ☐ **One person, one lock, one key.**
WHY In group lock-outs, each authorised worker fits their own personal lock.¹³
- ☐ **I will never remove someone else's lock or start locked equipment.**
WHY Say it out loud. It is the rule that keeps people alive.

Permits on this site are issued by _____ and closed by _____

DAY 3 DONE: NEW WORKER

SUPERVISOR

DATE

¹¹ HSE (2005). *Guidance on permit-to-work systems*, HSG250. [hse.gov.uk/pubns/priced/hsg250.pdf](https://www.hse.gov.uk/pubns/priced/hsg250.pdf)

¹² OSHA (2022). *Lockout/Tagout* fact sheet, FS-3529. [osha.gov](https://www.osha.gov)

¹³ OSHA. 29 CFR 1910.147, The control of hazardous energy, (c)(7), (d)(4), (f)(3). [ecfr.gov](https://www.ecfr.gov)

DAY 4

Fire, spills and a drill.

On day four the new worker practises the first minutes of an emergency. Not the theory. The route, the alarm, the extinguisher, the kit.

- ☐ **The extinguishers on my route, which type is for what, and how to use one.**
WHY Where extinguishers are provided for staff, US rules require training at first employment and every year after.¹⁴
- ☐ **How to raise the alarm: the call point, and the number.**
WHY Write the number on day one. Say it today without looking.
- ☐ **When to fight a small fire, and when to leave at once.**
WHY Your site fire plan sets this rule. Ask for it in one sentence and write it here.
- ☐ **The spill kit: where it is, what it handles, who to call.**
WHY Chemical training belongs at the first assignment, not after the first spill.¹⁰
- ☐ **I have joined a drill, or walked the evacuation route with my supervisor and a stopwatch.**
WHY A planned emergency response should come with training, and be tested and exercised from time to time.⁹

FROM OUR BUILD

Raising the alarm, in fixed words.

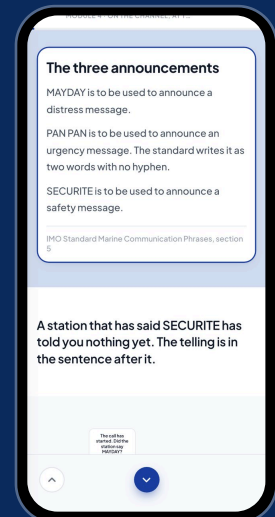
At sea the alarm has exact words, and nobody may change them. The IMO Standard Marine Communication Phrases give three: MAYDAY announces a distress message, PAN PAN an urgency message, SECURITE a safety message.¹⁵ Lesson 14 of our Maritime English course has the learner rank them, hear them, then match each one to what it does.

A site has its own fixed words: the call point, the number, what to say first. Teach them the same way. Said back until nobody has to think.

Lesson 14 of 16

English

80% to pass



Real screen, Maritime English, lesson 14

DAY 4 DONE: NEW WORKER

SUPERVISOR

DATE

¹⁴ OSHA. 29 CFR 1910.157(g), Portable fire extinguishers: training and education. ecfr.gov

¹⁵ IMO (2001). *IMO Standard Marine Communication Phrases*, resolution A.918(22), General, section 5. imo.org

DAY 5

The sign-off with your supervisor.

Day five is a conversation, not a signature. The new worker shows and tells. The supervisor only signs what they saw.

- ☐ **Walks the supervisor from the workplace to the nearest exit and the assembly point, unaided.**
WHY Shown, not described.

- ☐ **Explains the top hazards of the job and how each one is controlled.**
WHY In their own words, in their own language.

- ☐ **Says what they would do on finding a fire, a spill and an injured colleague.**
WHY Three short answers. Who to call comes first in each.

- ☐ **Names the jobs they may not do yet, and why.**
WHY No permit, no certificate, no supervision: no job.

- ☐ **Open questions are written down, with a name and a date against each.**
WHY An induction that ends with no questions usually means nobody asked.

Induction record

KEEP WITH THE TRAINING FILE

Site and area _____ Start date _____

Lines not done, and when they will be _____

NEW WORKER: NAME AND
SIGNATURESUPERVISOR: NAME AND
SIGNATURE

DATE

Keeping this page is part of the evidence that a person is competent for their role, which ISO 45001 asks you to retain.⁹ If your site is in Vietnam, the law requires employers to train workers before they are recruited or assigned to work, and to retrain them periodically.⁵ Decree 44/2016 sorts that training into six groups: most workers are Group 4, and jobs with strict safety requirements are Group 3.¹⁶ How to keep the record so an auditor trusts it is the subject of our Guide No. 03.



¹⁶ Government of Vietnam (2016). Decree 44/2016/ND-CP, Art 17, as amended. thuvienphapluat.vn

SOURCES

Every claim, checkable.

Every rule and number in this checklist points to one of these. The rules come from several countries; use them as a floor, and follow the law where your site is. Links checked 15 October 2026.

- 1 **Health and Safety Executive (HSE), UK.** New to the job: health and safety.
www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm
- 2 **Breslin, F. C. and Smith, P. (2006).** Trial by fire: a multivariate examination of the relation between job tenure and work injuries. *Occupational and Environmental Medicine* 63(1), 27 to 32.
doi.org/10.1136/oem.2005.021006
- 3 **ILO (2023).** A call for safer and healthier working environments. Global estimates for 2019.
www.ilo.org/publications/call-safer-and-healthier-working-environments
- 4 **ILO (1981).** Occupational Safety and Health Convention, 1981 (No. 155). Articles 13, 16(3), 18, 19(d), 19(f) and 21. A fundamental convention since June 2022.
normlex.ilo.org/dyn/nrmlx_en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C155
- 5 **Vietnam National Assembly (2015).** Law on Occupational Safety and Hygiene, No. 84/2015/QH13. Article 6(1) (right to refuse or leave dangerous work) and Article 14 (training).
thuvienphapluat.vn/van-ban/lao-dong-tien-luong/Luat-an-toan-ve-sinh-lao-dong-2015-281961.aspx
- 6 **HSE (2012).** Health and safety training: a brief guide. INDG345 (rev1).
www.hse.gov.uk/pubns/indg345.pdf
- 7 **US OSHA.** 29 CFR 1910.38, Emergency action plans. Paragraph (f), review with employees.
www.ecfr.gov/current/title-29/section-1910.38
- 8 **Roediger, H. L. and Karpicke, J. D. (2006).** Test-enhanced learning: taking memory tests improves long-term retention. *Psychological Science* 17(3), 249 to 255.
doi.org/10.1111/j.1467-9280.2006.01693.x
- 9 **ISO 45001:2018.** Occupational health and safety management systems: Requirements with guidance for use. Clauses 7.2 (competence), 7.3 (awareness) and 8.2 (emergency preparedness and response).
www.iso.org/standard/63787.html
- 10 **US OSHA.** 29 CFR 1910.1200, Hazard communication. Paragraph (h), employee information and training.
www.ecfr.gov/current/title-29/section-1910.1200
- 11 **HSE (2005).** Guidance on permit-to-work systems. HSG250.
www.hse.gov.uk/pubns/priced/hsg250.pdf
- 12 **US OSHA (2022).** Lockout/Tagout. Fact sheet DEP FS-3529.
www.osha.gov/sites/default/files/publications/OSHAFS3529.pdf
- 13 **US OSHA.** 29 CFR 1910.147, The control of hazardous energy (lockout/tagout). Paragraphs (c)(7) training, (d)(4) devices applied by authorized employees, (f)(3) group lockout.
www.ecfr.gov/current/title-29/section-1910.147
- 14 **US OSHA.** 29 CFR 1910.157, Portable fire extinguishers. Paragraph (g), training and education.
www.ecfr.gov/current/title-29/section-1910.157
- 15 **International Maritime Organization (2001).** IMO Standard Marine Communication Phrases, resolution A.918(22). General, section 5, Distress, urgency and safety signals.
www.imo.org/en/OurWork/Safety/Pages/StandardMarineCommunicationPhrases.aspx
- 16 **Government of Vietnam (2016).** Decree 44/2016/ND-CP on technical safety inspection, occupational safety and hygiene training and work environment monitoring. Article 17, training groups. As amended by Decrees 140/2018 and 4/2023; a replacement is in draft.
thuvienphapluat.vn/van-ban/Lao-dong-Tien-luong/Nghi-dinh-44-2016-ND-CP-ky-thuat-an-toan-lao-dong-huan-luyen-an-toan-ve-sinh-moi-truong-lao-dong-299837.aspx

Photos: Pexels (credits in the file's assets folder). Screen: SkillTeam course Maritime English, October 2026. Deck drawing: SkillTeam, from Port State Control: Junior, built for AMLA and shown with AMLA's permission. Site plan drawn by SkillTeam. This checklist is general information, not legal advice.

SEE IT IN A COURSE

The ideas, **built.**

Short courses that teach by doing, on a phone, in the worker's own language.
Each one ends in a certificate a supervisor can check in one tap.



Port State Control: Junior

AMLA · marine surveys



The Port of Antwerp, and the world it works in

AMLA · ports · with Marcus



Maritime English: Entry

Speaking practice · record and replay

FOR YOUR TEAM

Your site induction, as a course.

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