

Employee Checklist

Name:

- ✓ Job Title:
- ✓ The name and location of your nearest first aider:.....
- ✓ Where is the First Aid room or place?.....
- ✓ The name and location of the fire officer:.....
- ✓ Where is your nearest fire exit?.....
- ✓ Where is your fire assembly point?.....
- ✓ If applicable, have you been provided with appropriate personal protective equipment?
- ✓ Name and contact details of who to speak to if you have an accident or spot something that is wrong:
- ✓ Name and contact details of who to speak to if you are ill:.....

