

Reception - checklist

Are you fully informed?

The company where you are employed is obliged to provide you with all necessary information so that you can work safely at your new workplace. This is part of the reception procedure. You will also be assigned an experienced colleague (mentor) to guide you during your first few days in your new job.

 **Please complete the checklist before starting work. This way you can be sure you have received all the information you need to work safely.**

- I know which **personal protective equipment** I should wear.
- I know about the **dangerous situations** in the company and at my workplace.
- I know which **health and safety rules** I have to follow.
- I know how to gain **access** to the cloakroom, dining area, etc.
- I know how to use the **equipment** provided.
- I know what to do in case of an **accident, evacuation or fire**.
- I have a **mentor** to whom I can turn.
- I know how to contact the **prevention adviser**.
- I know who to turn to in the event of **harassment or violence**.



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