

**Safety Induction Training**

As a new employee, welcome to NUI Galway.

It is important from the outset that you are provided with all the safety information you need therefore within your local School/Unit a Safety Induction should be provided for you within the first three days of your commencement.

This induction should include all the main health and safety information, hazards and contact details of who you need to contact. Each Unit should use the **Safety Induction Checklist** (Appendix 3 of the [NUI Galway safety Statement](https://www.nuigalway.ie/media/healthsafety/f_8643_NUI-Galway-Safety-Statement-2017.pdf)) to record your Safety Induction. At your Safety Induction, your safety training needs over the next twelve months are identified and listed; this list, which must include fire safety, is regarded as the mandatory training for you to attend in the forthcoming year.

This [**All Staff Health and Safety Briefing** (Video & Quiz on Blackboard)](https://nuigalway.blackboard.com/) explains your entitlements and responsibilities as an employee in NUI Galway, please complete this briefing within two weeks of starting work in the University. This [Blackboard Introduction](https://tips.nuigalway.ie/m/85608) explains how to enrol on the course once you have received your Staff number.

The University must **provide ‘adequate instruction, training and supervision** for you to ensure your safety at work; similarly the safety legislation requires that you as an **employees must attend relevant health and safety training**.  Within your School/Unit, your Head of Unit determines what safety training staff need in consultation with staff (Safety training needs assessment). We, in the Health & Safety Office organise the Central Safety Training Programme which is based on all the 50+ Units Safety Training Needs Assessments. Safety training is provided in various forms and staff will require periodic updating/refreshing in their safety training.  Specialised training including Safety Induction Training or training specific to local equipment will be organised by your own School/Unit.

**Health and Safety Office
NUI Galway**