

YOUR COMPANY NAME

SAFETY INDUCTION for YOUNG PERSONS Notes to the Inductor

A 'young person' for the purpose of these notes, is someone under the age of 16, The over 16's who have officially left school, and are under 18 years of age should also be classed as a young person but you can allow them to undertake some tasks if the risk assessment shows the risk to be acceptable. Under 16's should not be exposed to risk!

During an induction process for the under 16's you will need to explain what is expected with regard to behaviour, confidentiality, and why there are limitations on what they can and can't do during their visit/work experience with the company.

Explain that Health and Safety compliance requires a direct input from the workforce, an understanding and consideration of the risk and inform them that Health and Safety Regulations place specific duties on Employers and Employees alike to work safely.

Stress the importance of following instructions/directions and not to deviate and make decisions based on their understanding and experience to date. Remind them that Health and Safety procedures are there to protect them and others.

Endeavour to provide relevant copies/extracts of your Company Health and Safety Policy or Safety Plan along with any relevant documentation or specific procedures.

Briefly describe the main office/site layout (as applicable) detailing the location of:-

- Fire extinguishers
- Alarm call points, Exits and Assembly Point(s)
- Welfare facilities
- First Aid and the first aider, and

Discuss the requirements or limitations on:-

- Working hours
- Parking or vehicle use
- Smoking or substance misuse
- Radios or MP3 players

Provide the name(s) with whom they will be working and state who to contact if they have any concerns regarding Health and Safety matters.

Inform them of any company or site disciplinary procedure(s),

Remember the objective is to ensure that the person being inducted understands his/her role and the limitations on what, when, where and how they should act.

The following commentary is designed to cover the broad aspects of Health and Safety and will/may require additional details to clarify specific matters relevant to the project or activity to be undertaken.

Don't forget to complete the acknowledgment record and get it signed by the recipient.

SAFETY INDUCTION COMMENTARY

General Introduction

The Employer's Responsibilities - are to ensure systems are in place to effectively plan and organise the workload, assess risks, provide training, and maintain plant and equipment in a safe condition.

Refer to your Company Policy for further detailed responsibilities

The Employee's Responsibilities - are to only use equipment if trained to do so and not to undertake any task unless under the direct supervision of a senior/competent person. Also to conduct themselves in a manner that will not bring the company into disrepute or affect the safety of others.

The Rules and Procedures - Detail the rules and procedures governing the way work is undertaken. Explain how accidents should be reported and how they contribute to the safety and efficiency of the company.

Materials and Hazardous Substances - Some substances are very harmful when handled improperly. They may release fumes, fibres or dust particles which can damage your eyes, skin or lungs, some are highly flammable. Avoid contact with substances,

Tools and Equipment - Every tool and piece of equipment, from a handsaw to a mobile crane, has to be under the safe control of the person using it. Machines and tools must only be used by people who are trained, competent and authorised to use them.

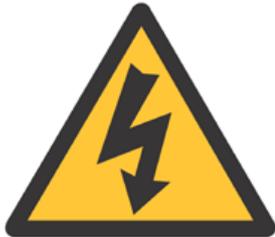
Special rules and procedures apply to each machine or tool; you must not operate any machine during your time with the company unless specifically requested and only then if under direct supervision.

Permits - Some work is potentially dangerous and a permit to work procedure has to be introduced; such as working in a confined space, hot works (such as welding) or work on or near electrical equipment. You will not be expected to work on or in these areas at any time.

Safety of Others - Consider how your presence might affect others, listen carefully to the instructions you're given and act accordingly

SAFETY SIGNS

You will see various signs and notices as you go about your work. Signs fall into four separate categories which can be recognised by their shape and colour. Sometimes they may be just a symbol; others may include letters or figures and provide extra information. The four basic categories of signs are as follows:

Prohibition Signs		
Shape	Circular	
Colour	Red border and cross bar Black symbol on white background	
Meaning	Shows what <u>must not</u> be done	
Example	No smoking	
Mandatory Signs		
Shape	Circular	
Colour	White symbol on blue background	
Meaning	Shows what <u>must</u> be done	
Example	Wear head protection	
Warning Signs		
Shape	Triangular	
Colour	Yellow background with black border and symbol	
Meaning	Warns of hazard or danger	
Example	Caution, risk of electric shock	
Information Signs		
Shape	Square or oblong	
Colour	White symbols on green background	
Meaning	Indicates or gives information of safety provision	
Example	First aid point	

PROTECTIVE CLOTHES AND EQUIPMENT

Personal Protective Equipment (PPE) will be supplied free of charge if required. You must wear it; the law says so! If you don't, and you get injured, you may in any subsequent claim for compensation reduce the amount that can be awarded.

Look after it

Footwear - Flimsy footwear and ordinary trainers can't protect your feet from the hazards on a construction site so don't wear them. Shoes or boots with steel toe caps with under sole protection are required to be worn at all times; on our projects. Sensible footwear e.g. not high heels, should be worn around the office.

You only have one pair of eyes; guard them well. They can't be replaced!

Hands and Skin - Your hands need to be protected from sharp objects, splinters, tools, very hot or cold temperatures and many of the materials and substances used in the construction industry can cause dermatitis. Wherever possible don't let your skin come into contact with any substance - if you can't avoid contact you should wear gloves.

Don't forget the sun cream and the risk of Melanoma-Skin Cancer!

It's very important to wash your hands thoroughly when you finish your work, before eating and after you use the toilet. Your health depends on good hygiene.

LIFTING AND HANDLING LOADS

Many of the accidents reported each year involve injuries caused by lifting and carrying loads. A load doesn't have to be very heavy. Simply lifting the load using the wrong technique so that muscles and joints are strained can result in serious injury. This is especially true in back injuries. You are not here to carry material or act as a mule, Don't carry loads!

SCAFFOLDS AND MOBILE TOWERS

You must **not** erect, alter or dismantle any scaffolding.

You must not climb up the outside of any tower; it could fall over! You can fall off! Only use the ladder provided on the inside of the tower if you need to gain access.

WORKING AT HEIGHT

When working at height you should always consider a minor trip or slip might only give you a bruise, but it can be fatal, it only takes a second to fall.

You are not expected to work at height*

EXCAVATIONS

You mustn't go into any excavation unless it has been checked to ensure levels of oxygen are safe and that other toxic gases are not present. The sides should be shored /supported before entry and as always; you need to be under the supervision of a competent person.

TOOLS, PLANT & EQUIPMENT

You'll come across all sorts of plant and equipment being used. Some machines are very specialised and are only likely to be operated by specially trained people; but like most machines they can affect other people. Don't use any tool, machine or plant unless you're trained and authorised to use it. Keep a safe distance!

SAFETY IN THE WORKSHOP

(Detail where applicable any specific safety rules that apply)

ELECTRICITY

Electricity is a major hazard, so you should always treat electricity with care; relatively small amounts of current can kill. High currents can burn your skin where it makes contact. All electrical work should only be done by an experienced and competent person. Never work on LIVE equipment!

FIRST AID

If you're not a qualified First Aider, call for assistance.

First Aid Facilities - A First Aid kit is available for use in an emergency and is kept

APPLICABLE RISK ASSESSMENTS AND OTHER DOCUMENTATION

Risks will have been assessed and supporting documentation produced, such as Method Statements, Safe Working Procedures etc, these form part of the Safety Management System to ensure you and others are not exposed to any risks likely to affect your health or safety,

REMEMBER

USE YOUR HEAD — THINK!!

IT CAN HAPPEN

BE SAFE.