

STANDARD SITE INDUCTION

Name of Project:

Principal Contractor/Client:

Description of works:

Expected No. staff /
employees:

Sub-contractors on site:

Site address:

The Person leading the induction must cover the following:

MANAGEMENT RESPONSIBILITIES

- Safe method of work, with safe equipment } this is also covered
- Safe place to work and Safe access to the place of work } in the induction
- Enforce systems, standards and controls } -see later.

EMPLOYEE RESPONSIBILITIES

Duty to take care of themselves, *and others*, to report problems and hazards

Check their tools and issued equipment

Co-operate and comply with rules, equipment and permit restrictions

Duty to act or inform and not to omit or conceal

Everybody should play a part to encourage a positive safety & environmental culture

(Management of Health and Safety Regulations 1999 and the Health and Safety at Work etc Act 1974 refers)

We want you to go home as healthy as you arrived this morning – or better

SAFETY PERSONNEL:

Complete the boxes below.

Line Manager/Partner

Supervisor

Competence	We must check your competencies e.g. Corgi or JIB card or other accreditations; We may need to ensure you are trained for a new job or skill
Consultation	We have an “open door” policy where you can speak to Management We have a Site Safety Committee that meets every Minutes of the meeting are posted on the site notice boards.
Hazards and Safe Systems of Work	You will be briefed before you commence work on the content of the: Method Statements, Task sheets, Sequence, Risks, Hazards, Controls, & Sketches These briefings will be formally recorded on the RA / MS sign off sheet Make sure you understand the task before starting work. If in any doubt - ASK. Tool box talks to be delivered at least once a week. Please attend promptly
Horseplay	Don't play practical jokes or misuse any equipment on site - horseplay is strictly prohibited. It usually backfires and someone gets hurt (or sacked)
Welfare Describe the location and type of facilities.	Toilets: Don't abuse them, report any problems or deficiencies; Using the site as a toilet will lead to instant dismissal Canteen: Please keep it clean and tidy. Rubbish & old food must be removed promptly to discourage rats - use waste bins Drying Room - keep the minimum amount of kit on site and look after it Don't bring expensive clothes to site as you will not be compensated for any loss.
Health	For your own good, we encourage good personal hygiene, exercise and healthy eating. Don't eat or smoke on site. Smoking area provided at..... You must advise us of any previous injury, medical condition or medication - we need to know to avoid putting you or others at risk – you can tell us in confidence Alcohol and illegal/non prescription drugs are prohibited – you will put you or your workmates at risk, and damage your health. We operate a strict drug and alcohol policy and carry out random checks.
COSHH	All substances with a black X on an orange background are COSHH substances. They can be hazardous to health so are subject to strict controls. The issue and use of such substances must be recorded by the storeman. READ THE LABEL You must wear the correct PPE as you will be instructed by your supervisor
PPE (Describe your system for obtaining PPE)	All PPE is provided by your company according to assessed need PPE must be kept in good condition – it may be needed to save your life If it becomes damaged or lost, you must inform your supervisor immediately. Items will generally be exchanged on a one for one basis. This is a hard hat, safety boots, gloves, glasses and hi-vis site.
Site Tidiness & Housekeeping	Is very important - over half our accidents are trips over debris & materials at the workplace or just walking about. Keep all accesses clear; follow the marked routes, especially to the canteen. Organise and keep your work area tidy, clear up debris, de-nail as you strike; Stack materials neatly, ready for use;
Signs /Barriers	Observe all safety signs and barriers, they are there for your protection.
Traffic (Describe the segregation used)	We have tried to segregate traffic where possible as people come of worst. Watch out for the public – they're very impatient and unpredictable Keep your distance - If you can't see the driver in the mirror, he can't see you.

Tools	Use the correct tools - Don't improvise or bodge; If the tool is worn, it will slip. Change it, sharpen it or renew it. Check your own tools (and stores issued equipment) before use,
Defective Plant or equipment	Remove defective plant, equipment or leads, repair or report them to your supervisor, but please do not just ignore them. Do not leave it for someone to deal with – it may be too late
Manual Handling	Avoid if possible, but if you have to lift the correct way is: Assess weight - 25kg max or 20 kg max for repeated operations. Get in close, check for weight & grip. Take a deep breath, keep your head up, Lift with the thigh muscles, keep the back straight; Lift smoothly, don't jerk; hold the load in close. Check your route and look where you are going; If it's too heavy or awkwardly shaped, get assistance.
Services Describe your permit system	Overhead and underground Services may be present on the site. They could harm you if you come into contact. At the very least, considerable cost will be incurred to repair them;
Ladders Describe the restrictions on the use of ladders/steps	Always tie ladders with rope or the red cam-locks, not tying wire and nails. Avoid working off ladders unless it's a quick simple job, then it must be footed or tied. Ladders are for access. To move materials use the stairs. Hands can only grip or carry, not both. Fit trap-doors if a ladder hole is in a working platform. Use a ladder for access, use a scaffold to work from
Scaffolding	Only scaffolders erect, alter or dismantle scaffolds Alloy towers PASMA trained If you need scaffold changed, ask your foreman to arrange it. Never overload or obstruct scaffold or loading bay. Min. 600mm access routes
Heights Describe the controls used on the site.	Falls of men or materials from height are the biggest killer in the industry, so: Where practicable always have double guard rails and toeboards in place; If not, e.g. on leading edges, as a last resort use a harness (not a belt) and clip on securely to an agreed anchor point. Follow the Supervisors instructions and sequence of work; Be aware of unprotected holes. Holes must be covered & marked with 'Hole Below' written in yellow, by stencil; Don't leave 'traps', (overhanging scaffold boards) Tell your supervisor if you spot a problem, and protect or guard until it's fixed When operating MEWPS / Scissor Lifts, always wear a fall or restraint harness
Slinger Signaller	Only authorised, trained and competent personnel to the CPCS standard may sling or signal, This means slinging and receiving loads. Check your slingers handbook All slinger / signallers must wear an orange hi viz. vest or agreed alternative.
Fire Describe emergency alarm and assembly points	Fires cost money and time - and can kill; Clear up all rubbish and refrain from smoking. If generating sparks or hot cutting, make sure the sparks are not landing on combustible material; All welding and burning, heating must have an extinguisher nearby; Check one hour after you finish for signs of smouldering; You will require a hot works permit -ensure you have been issued with one..
Emergencies	Your first aider's are; The emergency procedure and assembly point for your section is; Describe how to summon assistance e.g. nearest telephone and 999 etc;

Describe the emergency signs and routes;
Don't abuse extinguishers: Inform us if equipment missing, discharged or faulty;
The nearest hospital is

Telephone Nos.

Emergency Site No:
Other Key Telephone No's:

Accident Reporting

If you have an accident or injury, report it to your supervisor and get 1st aid;
Ensure it is in the accident book, even if you have to ring the site to record it.
If you are away from site due to an accident or illness - ring in and tell us,
We're not going to blame people, we just want to stop it happening again
Get a doctors release note to enable you to return to work;

Near Misses

(Describe types of near misses to be reported)
Report them, they were almost accidents – don't put yourself or others at risk from a repetition in the future. We can learn from these incidents as well.

Environment

Control noise at source, as well as using ear plugs or defenders yourself;
Damp down dusty areas, as well as using an appropriate mask;
Don't light fires or pollute drains with oils and diesel.
Only put waste in skips that have the correct sign attached
Fuel, Oil and chemical drums must be banded
Switch off unattended plant, lights and heaters, Keep drying room doors closed
Anticipate problems so you don't waste time, effort and materials
You can be individually fined for pollution offences, as well as the company

Remember : - Please set a personal example for others to follow

Most of the above is backed up by the law; the remainder is Company Policy.
Report problems to your supervisor and do not put yourself or your workmates at risk.
IF IN DOUBT ASK - Do you have any questions for me?

Please sign attendance sheet or Tear off slip below and hand to your manager

Name (Print):

Signature:

Date:

Trade:

Company:

Part B - To be handed in to the Company

Please tick the boxes where required, complete the information, sign and date.

DECLARATIONS BY INDUCTEE

I have read or had read to me and understand the Site Induction and the Site Rules

The Induction form has been translated, as English is not my first Language

I have a skills CSCS / CPCS or other trade training qualifications card and have given proof of this to the Company

I have advised the Company about any medical conditions or disabilities, (including medication) that may be relevant to my safety and the safety of others
(You may approach the Company in confidence after induction. Please advise us if circumstances change)

Name (Print): Signature:

Company:

Trade: Date:

NOTES: