

Attendees

(Print Names. Attendee to initial against their name)

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....
- 11.....
- 12.....
- 13.....
- 14.....
- 15.....
- 16.....
- 17.....
- 18.....
- 19.....
- 20.....
- 21.....
- 22.....
- 23.....

Induction Provider:-

Signed.....

Date.....

Commitment to Health & Safety - Explain senior management commitment to health and safety and the H&S standards expected from all personnel.

Outline of the Project - Give a general description of the works, including details of other contractors and trades working on the site. Explain work sequences and systems.

Key Personnel - Explain the management chain and identify foremen, gangers, site agent and other supervisory personnel. Inform personnel of the role undertaken by SWSC (site inspections, telephone support, authority to stop dangerous activities etc.)

Site Specific H&S Risks - Identify risks which may affect everyone on site (e.g. access, site transport, contamination, hazardous substances, overhead works, excavations etc. etc.)

Individual Risks - Establish that everyone is aware of the general risks associated with their work (e.g. manual handling, use of ladders, disc cutters, noise, vibration etc.)

Control Measures - Site rules (refer to initial & construction phase H&S plans), arrangements for authorisations and PTWs, traffic routes (separation of vehicles and pedestrians), security arrangements, hearing protection zones, restricted areas, coordination with occupiers, use of 240 volt equipment etc.

PPE - Lay down minimum standards for all PPE, such as:-

Headgear	Footwear	Hearing Protection
Clothing	Eye Protection	Respiratory Protection
Harnesses	Gloves	etc.

Explain penalties for failure to comply.

Housekeeping & Storage - Identify material storage areas and explain housekeeping arrangements and minimum standards expected.

Welfare and Other Facilities - Give the locations of the canteen, toilets, washing and drying rooms etc. and explain that they must be used correctly and kept clean and tidy for others. Identify drinking water sources and emphasis that only these must be used.

Emergency Procedures - Explain the site fire safety plan (sometimes found in the construction phase H&S plan) and give information on fire precautions (for hot work, refuelling, litter etc.), actions in the event of a fire, escape routes, assembly points, names of fire wardens or other responsible persons, location and safe use of fire fighting equipment.

First Aid - Give the names of first aiders and/or appointed persons. Location of first aid kits, eye wash stations. Arrangements for summoning an ambulance.

Reporting Procedures - Arrangements for the reporting of accidents and dangerous occurrences - to line managers, site manager, head office (contractor and principal contractor), safety officer, planning supervisor and HSE. Name of person responsible for ensuring all accidents are recorded in accident book.

Training - Explain that all persons must be suitably trained and authorised for the work they carry out. Obtain training certificates/cards for plant operators (including dumpers) scaffold and tower erectors, MEWP operators etc. Give details of when and where toolbox talks are to be carried out and stipulate who must attend.

Workforce Consultation - Give the arrangements for worker consultation and the names of any union or workforce representatives.

Individual Responsibilities - Explain the legal duty of individuals to take care of themselves and others who may be affected by their acts and omissions. Also emphasise that PPE must be used where required and nothing provided for safety reasons must be altered or tampered with. Remind everyone about rules concerning alcohol and drugs - particularly to inform the site manager of any prescribed drugs being taken and any illness or condition which prevents them carrying out some or all of their usual duties.

Note to induction provider:- Before commencing the induction, look through each of the headings above and ensure that you have the correct information to hand. Use the back of this form to make notes and record the specific information given (e.g. Before you start, make a list of all the different contractors trades on site so that you don't forget to mention any of them).