

INDUCTION FOR NEW ARRIVALS ON SITE

Site Management have a responsibility to bring to the attention of all new arrivals on site, whether new or transferred, all matters regarding safety and safe practices applicable to the site.

Matters for attention will include those listed below, together with other items considered relevant to the site.

A record of this induction is to be retained with your site records and signed by the operative.

1. Advise names of and introduce site management to whom any matters should be reported or addressed.
2. Draw their attention to the Safety Policy and remind them of their duty to abide by it.
3. Show position of notice board for display/information regarding safety (Safety at Work Act, Company First Aid/Safety notices etc).
4. Ask if person has received any previous safety training or holds any permit, certificate or licence to operate or drive any plant or equipment.
5. Confirm authority needed to operate equipment/plant on site. Issue permit or arrange training where applicable.
6. State importance of reporting dangerous occurrences, dangerous incidents, near misses and defective plant or equipment.
7. Describe accident procedure and first aid arrangements on site.
8. Point out particular areas of danger on site (fragile roofs, excavations, electricity etc) and any specific warning notices on site (incomplete scaffold, no smoking etc).
9. Explain their responsibility for the safety of themselves and for that of others on the site, including care and safe use of equipment.
10. Explain necessity for the wearing of suitable clothing and footwear etc. together with availability and requirement for other personal protection on site (i.e. hard hats, goggles, gloves etc.) and where/how to be obtained.

11. Explain need for assessment of substances used where it can be potentially harmful (COSHH).
12. State use of 110v electrical tools or equipment and need for appliances to be tested.
13. Explain the importance of them not to alter or adapt any scaffolding and that this request should be directed to you as the Site Manager/Site Supervisor.
14. Reiterate the importance of keeping the site tidy and free of rubbish.
15. Review and sign the 'Stress' risk assessment. Operatives to be informed of what resources are available should they need support.
16. Show location of canteen, toilets, washing, showers, drying or changing facilities where applicable.
17. Show and explain any firefighting arrangements and the position of firefighting equipment, assembly points and provide any training necessary.
18. Explain any work permit systems in operation and the importance of adhering to them, noting that failure to follow safe systems of work may result in consequence.
19. Comply with requirements of Risk Assessments produced on site.
20. Any other specific site conditions.

If you have any medical conditions you feel we should be made aware of please identify them below:

Medical Conditions:	
Operative Name (Please print):	Date:
Operative Signature:	
Site Manager Name (Please Print):	Date:
Site Managers Signature:	