

Section 8

Site management: Visitor and Contractor Reporting

All visitors are required to sign in and out when attending the AD site.

Contractors are required to carry out a briefing with an appointed/competent person prior to entry onto the site. A site safety induction record should be completed for each person.

The following is an example template is for guidance only and should be adjusted as applicable.

SITE SAFETY INDUCTION FOR NEW WORKERS / VISITORS			
Name : _____ Job Title : _____ Company: _____ Start Date : ____ / ____ / ____ <i>This Safety Induction must be completed before new workers are permitted start work on site. When induction health and safety training is completed, the relevant box(es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion.</i>			
1. FIRE AND EMERGENCY ARRANGEMENTS	Yes	No	Comments
Do you know: • The arrangements are for signing in & out? • What to do if you discover a fire or hear the fire alarm? • What the emergency evacuation procedure is? • How to contact the emergency services? • Who the Site First Aider is? • Where the First Aid kit is kept? • How to get to the nearest A&E Hospital?			• Signing In/Out Register • Emergency Procedure • Site Fire Plan • Emergency Procedure • [Insert name] • [Insert location] • Post Code for Sat Nav SY21 9LA • Grid reference [Insert 6-fig co-ordinates]
2. ACCIDENTS & HAZARD REPORTING	Yes	No	Comments
Do you know: • Who to report to in the event of an injury at work or work-related ill health? • The procedure for recording accidents and near-miss incidents? • Where Accident/Incident Report forms are kept? • What type of incidents, injuries and occurrences must be reported under RIDDOR? • Who to report hazards & defects to?			• Your Supervisor (Legal Duty) • Accident/Incident Report (Legal Duty) • Construction Phase Plan • (Legal Duty) • Your Supervisor (Legal Duty)
3. PROJECT INFORMATION	Yes	No	Comments
Do you know: • Your scope and duration of work? • Who the Client is? • If other Contractors are working on site?			

4. SITE LAYOUT	Yes	No	Comments
Do you know: - Where to park and the safe means of access to and from the Site? - Where the site boundary is? - Restricted or prohibited areas? - Location of the site welfare facilities? - Location of storage and pre-fabrication areas? - Site working hours and security arrangements?			
5. SITE HAZARDS	Yes	No	Comments
Do you know about: - Traffic movements on site? - Other activities taking place on site? - Presence of overhead LV electric cables? - Presence of below ground drains? - Nature of the ground? - Farm emergency arrangements - Storage of hazardous materials			
6. SITE RULES	Yes	No	Comments
Do you know about: - Designated access routes? - Use of the Site welfare facilities? - Smoking on site? - Working in confined spaces? - Site dress code? - Use of mobile phones and radios on site? - Use of alcohol and drugs on site? - Waste management, good housekeeping "clean as you go"?			
7. LEGAL DUTIES OF ALL WORKERS ON SITE	Yes	No	Comments
Do you know everyone on site has a legal duty to: - Co-operate in all health & safety matters? - Not wilfully misuse anything that has been provided in the interests of health & safety? - Use work or protective equipment in accordance with instructions or training that has been given? - Follow any other health and safety information, instructions and training that you have been given? - Inform the site manager of any disabilities or health conditions that may have health and safety implications?			

8. PERSONAL PROTECTIVE EQUIPMENT		Yes	No	Comments
Do you know: - You must wear PPE as instructed? - Who to report defective or damaged PPE to and who to obtain replacements from?				<i>Your Supervisor (Legal Duty)</i>
9. ADDITIONAL INFORMATION				
List here any additional information, instruction and training provided during induction or any further health and safety training needs identified (including timescales): - Risk Assessment and Method Statements - Use of gas monitors - Guidance for working in confined spaces - Selection and use of fire extinguishers - Fire prevention and control on site - Avoiding danger from underground & overhead services - Avoiding danger from asbestos - Permits to Work				
10. DECLARATION				
<i>I certify that the above Site Safety Induction subjects have been explained to me:</i>				
New Worker's signature:	Please print name:		Date: ___/___/___	
Induction conducted by:	Please print name		Date: ___/___/___	