



# Standard Operating Procedure

## Induction

Reference	SOP 10
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Approved by	BPG

The aim of this document is to ensure that all hazardous waste site users are adequately inducted.

**Generic induction tools** The SM maintains copies of the following to assist with inductions:

- Treatsafe e learning (OBi)
- Site Rules and Visitor Induction information
- Work permits
- Incident management plans
- DSEAR plans, Services plans, traffic and pedestrian plans
- Manual handling video & TBT (OBi)
- Diversity awareness and alcohol and drugs video (OBi)
- Local site rules and induction packs

**Induction training.** The SM or SHEQ Coach provides training for all personnel nominated to complete inductions. Trained nominees are listed on the site responsibility matrix. The induction of visitors and contractors is in accordance guidance Group contractor control system/GNHW 03

SM provides full induction in accordance with Company training and induction matrix. Record on "Dynamics" or QF05/07

Yes

Employee  
or Agency  
Staff

No

Appointed person provides induction and issues a Contractor PTW in accordance with the Group Standard. Re-induction every 12 months or following rule changes

Yes

First time  
on site

Yes

Contractor

If within 12 months, appointed person checks induction records and issues a Contractor PTW in accordance with the Group Standard

No

No

Appointed person provides induction in accordance with this procedure using Site Rules and Visitor Induction information. Re-induction completed every 12 months or following significant operational changes. Record on site spreadsheet.

Yes

Visitor

Re-inductions are carried out every 12 months, if there are significant operational changes or if there is evidence of any individual failing to understand or comply with site rules. Repeated failure could result in disciplinary action or the individual being banned from site.

## **Contractor and Visitor Inductions**

### **General**

All contractors, customers and visitors must be appropriately inducted. The site manager will provide training for all personnel nominated to complete inductions. A list of trained nominees is recorded on the Group IMS SHEQ Health & Safety Responsibility Location Matrix SF19/01. The induction of contractors is in accordance with Group contractor control system/GNHW 03 Contractor Control.

Re-inductions are carried out every 12 months, or if there are significant operational changes or there is evidence of any individual failing to understand or comply with site rules. Repeated failure could result in a contractor or visitor being banned from site.

### **Contractors**

Contractors are to report to reception on arrival where they must sign the visitors' book and wait until their site contact has been notified and arrives to receive them.

An authorised person will carry out the induction using the 'Site Rules and Visitor Induction' information and any additional site specific rules. The contractor will complete the checklist at the back of the booklet or signature sheet confirming what topics have been covered. A copy of the checklist is attached to the Induction Record Sheet. The booklet is kept by the contractor for future reference.

### **Wednesbury**

The Contractor Induction Sheet is completed with the company name, contractors name and both the contractors and authorised persons' signatures. An annual review date is added.

All contractors will sign in on the 'Contractor Authorisation to Work' register which details the type of work they will be undertaking. A tear-off pass will be given to the contractor along with an elasticated armband wallet. The contractor must wear this at all times whilst on site.

### **All sites**

**Note: Almost all contractor activities are covered by the Permit to Work.** A safety plan including a clear description of the scope of works, method statement and risk assessment are to be agreed in advance GNHW 03. These documents must be authorised by site personnel before any work is carried out.

On completion of the work the Contractor Authorisation to Work pass and or permit to work must be handed back to the authorised person and the register completed. The contractor must sign out in the visitors' book prior to leaving site.

### **Visitors**

Visitors are to report to reception on arrival where they must sign the visitors' book and wait until their site contact has been notified and arrives to receive them.

Visitors will be given a visitor card and/or the visitor induction. A member of staff will accompany visitors at all times when in the operational area.

Regular visitors to site, including Biffa staff, who may need to enter operational areas unaccompanied, will be fully inducted using the Site Rules and Visitor Induction information. Once inducted the visitor will complete and sign the checklist which will be kept in the Induction file.

## **Drivers**

All drivers including delivery drivers will report to the weighbridge or reception area. If making a delivery to anywhere other than the office they will sign the visitor book or daily record sheet.

Drivers entering operational areas will be given the Drivers Rules and asked to read and sign. This will be kept in the Induction file.

Drivers must sign out before leaving site.