

Inductor's guidance notes

Construction site induction

Welcome

- Introduce yourself
- Outline details of the project
- Explain the purpose of the induction, why it is important and how long it is expected to last
- Explain what is expected in relation to health and safety on site
- Tell the inductees who is the site manager and identify other key personnel

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- Welcome to the site
- Your site manager is....
- Other key personnel are...

Site details

- Detail the location of site welfare facilities and any restrictions on their use
- Explain site access arrangements, e.g. completion of site log, pedestrian routes, etc
- Explain the site's parking arrangements

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- Welfare arrangements



- Site access

- Parking arrangements

First aid

- In the event of the employee or someone else being injured, the first aiders on site are:
- The first aid box is located at:
- The nearest hospital is:

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First aid arrangements



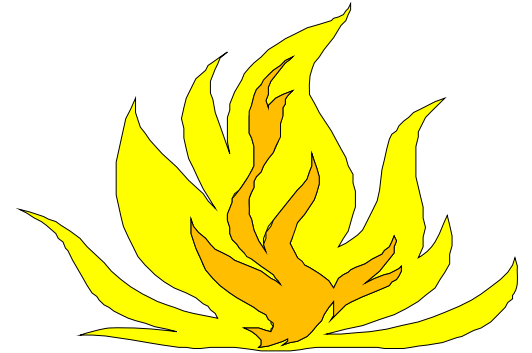
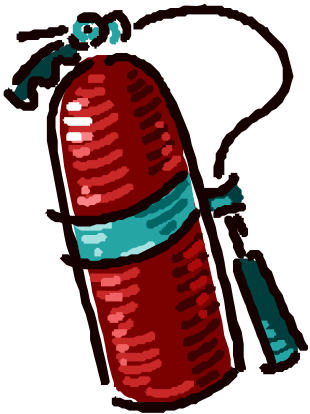
Fire procedures

- Explain that permits are required for hot works
- Identify where fire-fighting equipment is located
- Identify who is trained to use fire-fighting equipment

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Fire prevention and fire fighting procedures



Emergency procedures

- Explain procedures to be followed in the event of an emergency
- Identify the location of the muster point
- Detail restrictions on the use of fire-fighting equipment
- Outline how re-entry onto the site will be authorised

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- Fire plan
- Emergency procedures



Accident procedures

- Explain that it does not matter how serious or how minor an accident is, it must be reported and recorded in the accident book
- Include the need to report near misses
- Outline the site accident reporting procedures, e.g. where the accident book is kept, etc
- Confirm that certain accidents may have to be investigated and that employees/contractors are required to co-operate with these

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Accident
reporting

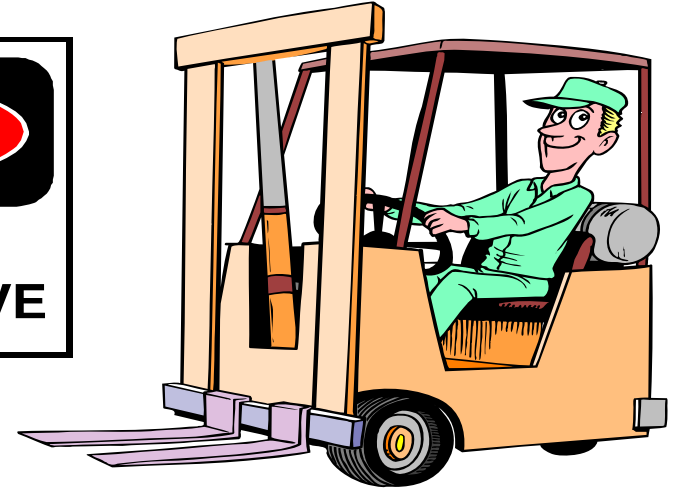
Specific activities

Focus on activities currently being undertaken on site today with particular reference to:

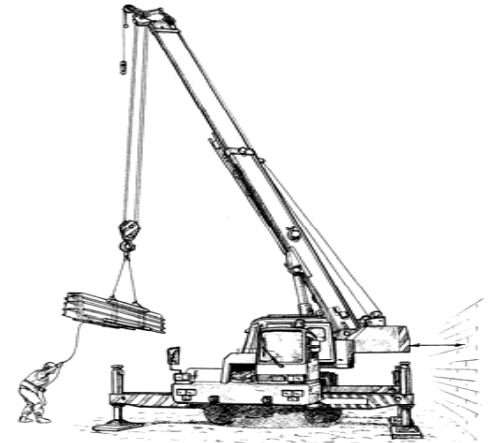
- Work exposing persons to fall from height
- Lifting operations
- Site vehicles movements

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Hazards
specific
to site
activities
currently
being
undertaken



CAUTION!



Raising concerns

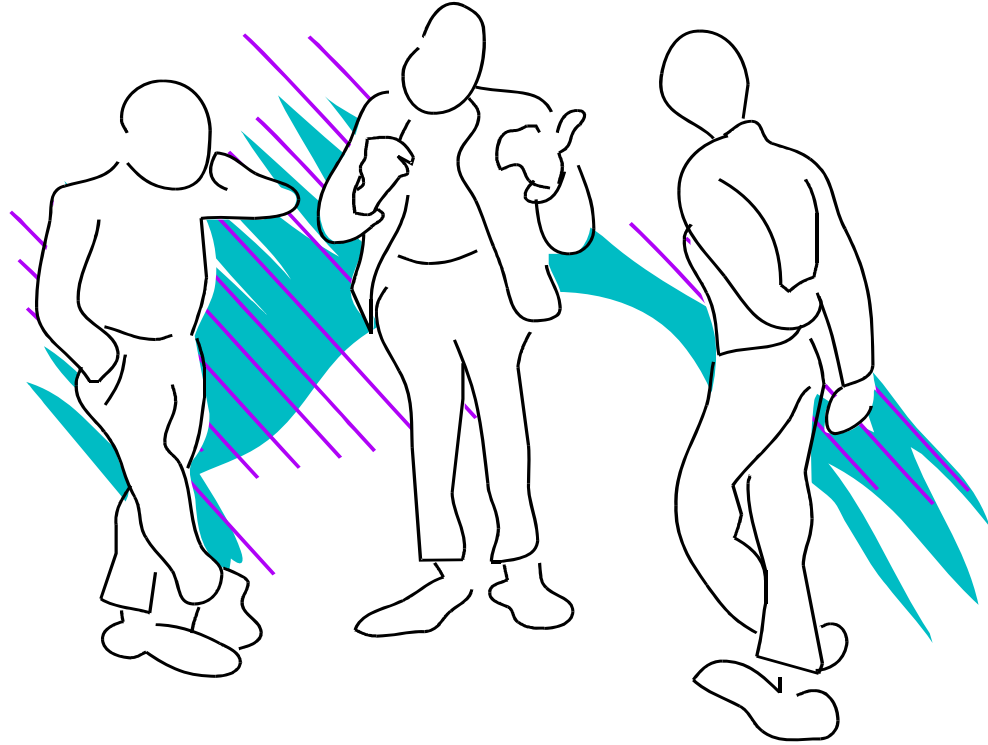
Advise inductees to raise any concerns with:

- Their own supervisor/manager
- The site foreman/manager
- Nominated safety representative (where appropriate)

Explain the importance of this

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**Raising health, safety
or welfare concerns**

Basic awareness

- Ensure inductees know what they are on site to do and are aware of the risk assessments and method statements specific to their work
- Explain interaction with other trades
- Explain how the company can help ensure the work is done safely and where permits to work will be required, e.g. confined spaces, digging, etc

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- What are you on site to do?
- What hazards are you bringing onto site?
- What controls have been identified to combat these?

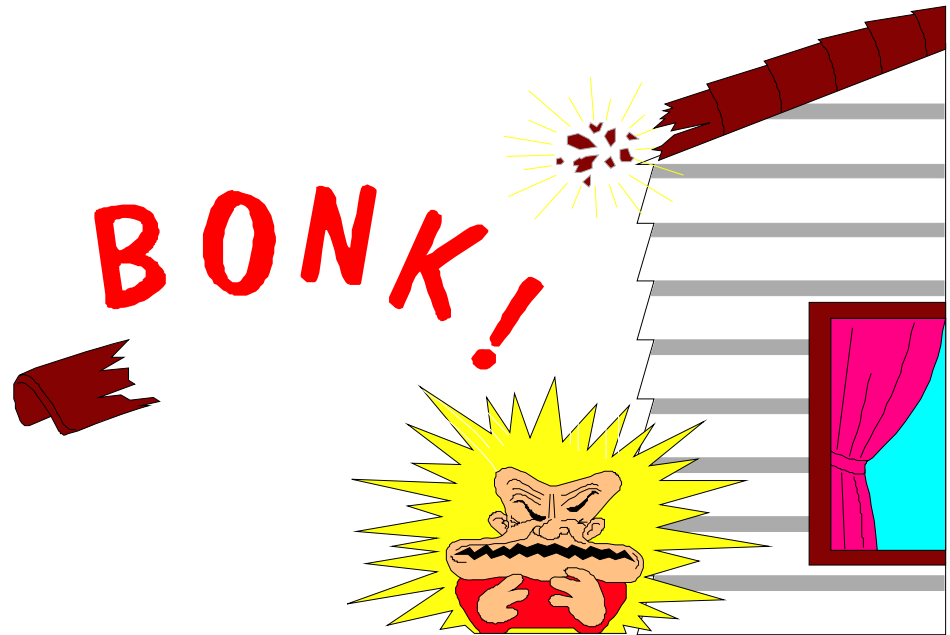


Site rules

Prior to outlining rules explain why site rules are important

This can be done through reference to industry accident rates, need to prevent accidents, legal requirements or as proof of everybody's commitment to health and safety matters on site

General site rules



Site rules continued

Explain the site rules in relation to:

- The company's right to set rules
- Safety helmets
- Safety footwear
- Hi-visibility clothing

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Site rules
continued...



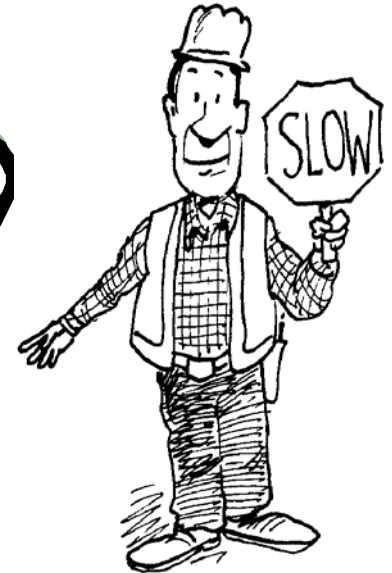
Site specifics

Discuss and explain:

- Task specific PPE
- Site visitors and reporting procedures
- Site register/log book
- Site security
- Smoking/alcohol/drugs policy
- Traffic movements and speed limits
- No horseplay

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Site specifics

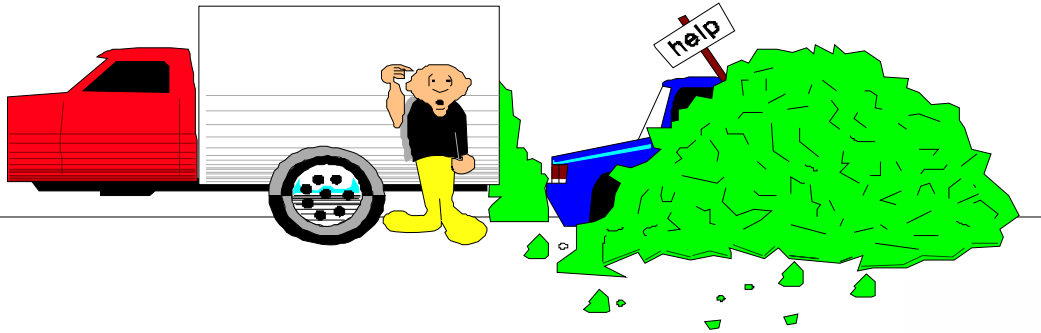
Handling equipment

Explain:

- Safe use of plant and equipment, i.e. competent operators
- Safe use of scaffolds
- Erection, alteration and dismantling of scaffolds only by competent persons
- Safe use of ladders

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Handling
equipment



Housekeeping and environment

Explain:

- Housekeeping and storage arrangements
- Environmental issues, e.g. water courses, dust, noise, etc

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Housekeeping
and the
environment



Self protection

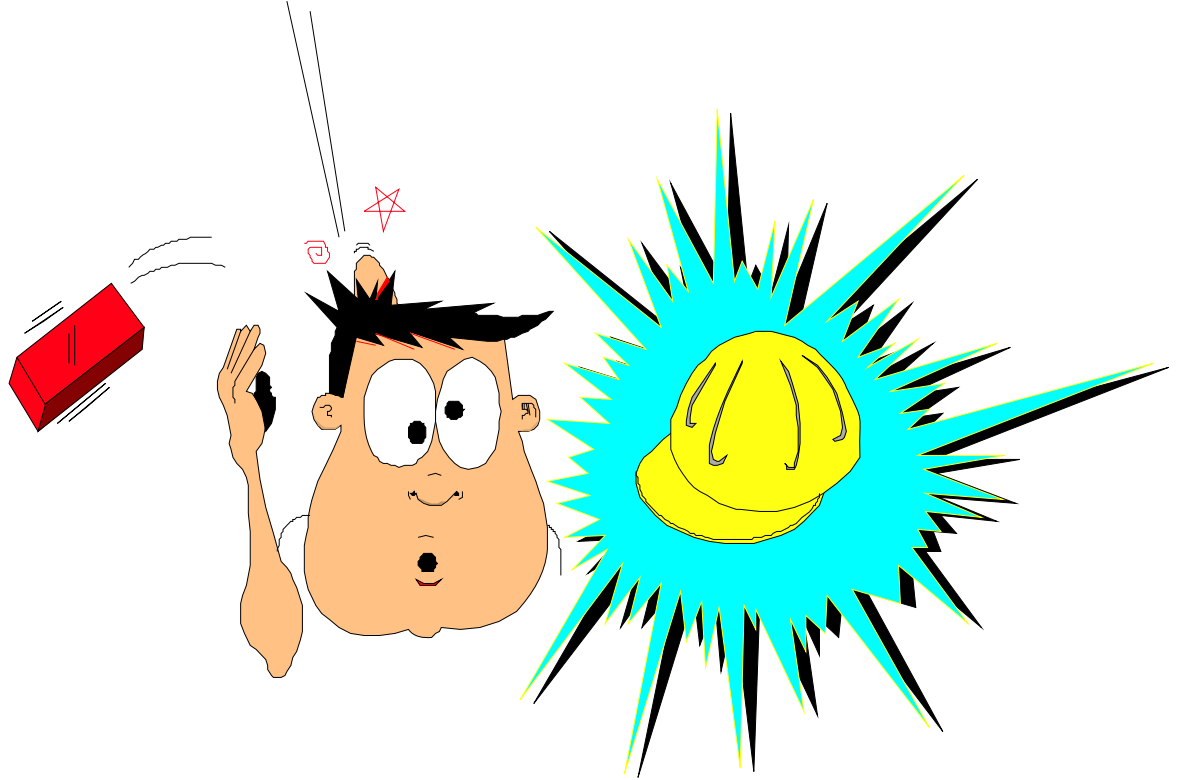
Discuss and explain:

- Arrangements for COSHH assessments
- Ear protection zones
- High vibration tools/activities used on site
- What to do to protect yourself and understand your employer's policy

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Self protection

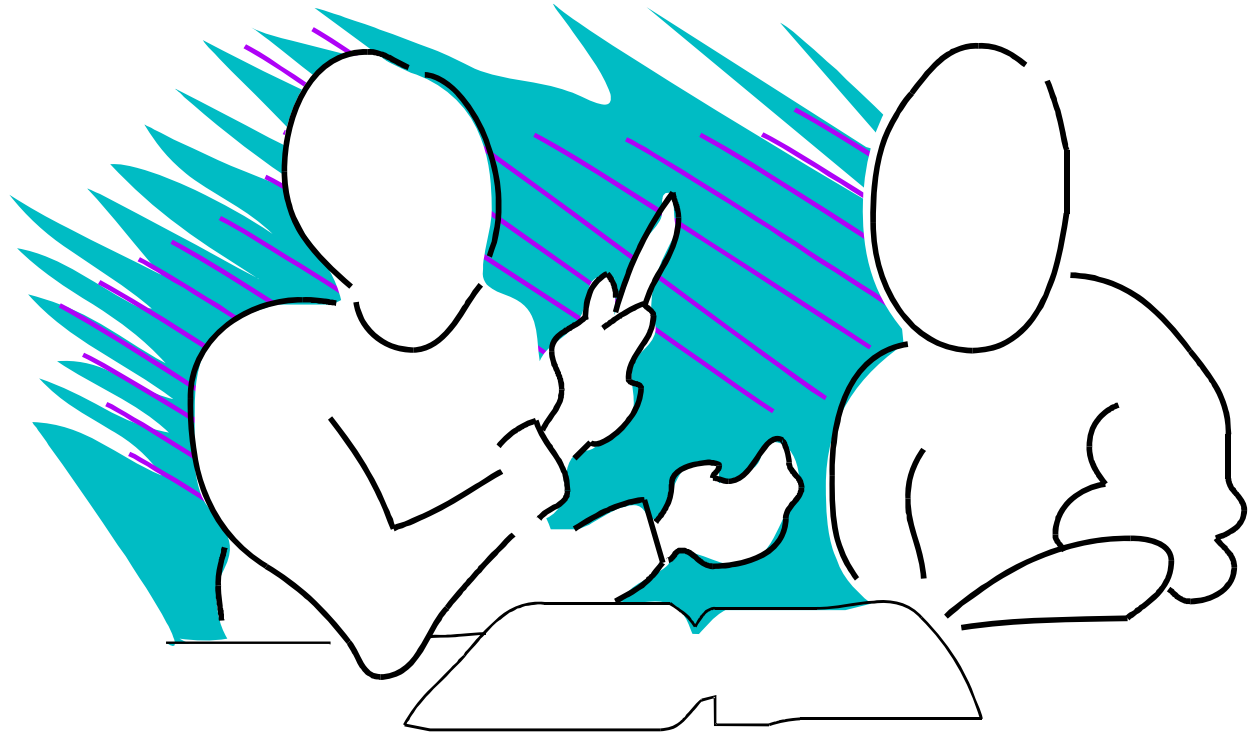


Site induction register

- Explain that all inductees are required to sign the register confirming their attendance at the induction, their understanding of its content and their agreement to comply with site rules
- Provide helmet sticker or induction booklet (if available)
- Ask if anyone has any questions

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Site induction register

And finally...

Once all questions have been answered:

- Thank those present for attending the induction and ensure all attendees complete the induction register
- Ask anyone who is under 18-years-old to stay after the induction to ensure “young persons” risks can be assessed

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Thank you!