**Building Site Induction Checklist**

|  |  |
| --- | --- |
| Induction Checklist | Task Completed (Check as appropriate) |
| The project details |  |
| The site management details |  |
| The position of the fire exits and the names of the Fire Marshals. |  |
| The names of the First Aiders/Appointed Persons and where the accident book and first aid are kept. |  |
| Welfare Facilities |  |
| The signing in procedures |  |
| Any specific health and safety issues to do with this site. |  |
| Permits to work procedures. |  |
| Working at heights – any ladder policies. |  |
| PPE requirements – Safety Footwear at all times. Hard hat areas etc. Location of extra PPE. |  |
| The dangers of leptospirosis if removing toilets/opening drains etc. |  |
| Angle grinders/changing wheels – names of competent persons |  |
| Alcohol and drugs policy. |  |
| Conduct and language in/near client premises |  |
| General site rules – location of the rules |  |