

INDUCTION FORMAT CHECKLIST

Everyone working on a Al Khodari Site site will go through a health and safety induction process before they are allowed to commence work. This induction process will concentrate on site specific health and safety issues, will be given by site management, and will include as a minimum the points below:-

- ☐ Key members of the Site Management team
- ☐ Name of Project Safety Manager
- ☐ The scope of the project
- ☐ Site details - Address:

Tel. No:

Fax No:
- ☐ Telephone facilities, payphone location etc.
- ☐ Site layout, boundaries and security, notice boards.
- ☐ Welfare facilities on site: Canteen

Toilet

Drying room / seating etc.
- ☐ Methods of consultation on this project including method statement briefings, toolbox talks etc.
- ☐ Actions in the event of an accident and reporting procedure
- ☐ Name and details of First Aider and First Aid facilities
- ☐ Fire precautions on site and the actions in the event of an emergency, including escape routes, assembly points and instruction in the safe use of any fire fighting equipment.
- ☐ Smoking restrictions
- ☐ Site rules
- ☐ Personal Protective Equipment required
- ☐ Procedure for reporting unsafe acts, near misses and safety infringements that require attention.

- ☐ Site Procedures eg. Permits to Work, hearing protection zones, restricted areas etc.
- ☐ Traffic Management
- ☐ Rail requirements
- ☐ Client Rules
- ☐ Drugs & Alcohol
- ☐ Specific site wide risks eg.
 - * *Contaminated land*
 - * *HV electricity*
 - * *Gas*
 - * *Confined spaces*
 - * *Use of electricity*
 - * *COSHH*
 - * *Health hazards*
 - * *Safe use of plant*
 - * *Manual handling etc.*
- ☐ Safe use of scaffolding
- ☐ Housekeeping arrangements and material storage
- ☐ Compliance with specific company procedures where appropriate
- ☐ Environmental issues – water courses, noise, dust, re-fuelling
- ☐ How to raise issues of a confidential nature
- ☐ Personal responsibilities and conduct, and disciplinary measures
- ☐ Open discussion

Everyone must sign the Health and Safety Induction Register to confirm that they have received induction training and the card status of each person must be checked and recorded.