

PROJECT NAME		Job No.		Induction No	
Method statement no.					
Home Address					
Date of Birth		Contact Number		Postcode	
Full Name				National Insurance Number	
Trade/Occupation				UTR Number	
Reference Document (if applicable)					
Email					
Next of Kin				Telephone Number	

ANY MEDICAL PROBLEMS: YES / NO (Delete as appropriate) DETAIL BELOW	YES	NO
(Any medical condition/change in medical condition during this project must be brought to the attention of your supervisor or a Henry Construction Project Manager. This information is required to protect your Health and Safety, and any details will be treated in strict confidence)		
Do you suffer from epilepsy or fits?		
Are you diabetic needing insulin?		
Do you suffer from Asthma?		
Have you ever had blackouts, recurrent dizziness or any condition, which could cause sudden collapse or incapacity?		
Do you suffer from discomfort or pain in the chest or shortness of breath e.g. climbing a single flight of stairs?		
Do you have difficulty hearing normal conversations?		
Are you suffering any other condition or taking any medication for a medical condition?		
Do you understand that failure to comply with the site rules will result in disciplinary action being taken which may involve your dismissal from the site under The Health and Safety at Work Act 1974?		

IN SIGNING THIS INDUCTION FORM, YOU ACKNOWLEDGE YOUR UNDERSTANDING AND ACCEPTANCE OF ALL THE SITE RULES AND SPECIFIC REQUIREMENTS FOR THIS PROJECT

Name (Block Capitals)	Works Number	Company	Job Title	Signature	Date
Inducted by:					

<p><u>Your Duties and Responsibilities</u> ALWAYS take care of yourself and others who might be affected by what you do or don't do ALWAYS cooperate with your employer and follow the instructions of your supervisor on all health & safety matters at all times ALWAYS understand and comply with all Site Rules, Safety Signs and the requirements of 'safe systems of work' such as Method Statements, Risk / COSHH Assessments & Permits ALWAYS report all hazards - unsafe situations, near misses, damage, defects and accidents to your supervisor ALWAYS inform your supervisor of any issues / complaints / suggestions relating to health and safety on your site NEVER interfere with or misuse safety equipment. NEVER work under the influence of alcohol or drugs – inform your supervisor of any prescribed drugs you are taking which could affect your work REMEMBER – if in doubt, ask your supervisor</p>	<p><u>Excavations</u> every year workers are killed or seriously injured working in excavations ALWAYS have a valid Permit to Dig prior to excavating ALWAYS locate all known services by hand digging to expose them ALWAYS ensure the area has been CAT scanned ALWAYS hand dig within 500mm of a known service ALWAYS inspect an excavation before entering ALWAYS protect side of excavations from collapse – your supervisor and the method statement will provide details ALWAYS provide adequate barriers around an excavation ALWAYS provide safe access – typically tied ladder access NEVER enter an excavation unless authorized & safe to do so. NEVER throw tools or materials into an excavation NEVER jump over or into an excavation NEVER load the sides of an excavation with plant or materials NEVER site exhaust emitting plant near to or in an excavation</p>
<p><u>Housekeeping and Access</u> a tidy site is a safer site ALWAYS keep your site / work area clean and tidy ALWAYS keep access and emergency routes clear NEVER route hoses and power leads within or across walkways NEVER leave tools, equipment or materials where they can fall or be tripped over, or leave protruding nails</p>	<p><u>Plant and Equipment</u> 18% of fatalities in construction are associated with transport/mobile plant – remember plant and equipment can be hazardous to the user too. ALWAYS obtain permission from your supervisor before using / operating plant or equipment ALWAYS use the plant or equipment only for the purpose and in conditions for which it is intended ALWAYS inspect plant and equipment including electrical leads before using – report any defect/damage to your supervisor immediately. ALWAYS ensure you are using all the safety equipment provided, such as PPE, guards and seatbelts. ALWAYS keep to vehicle / plant routes when operating plant and operate at safe speeds lower than the site speed limit NEVER operate / guide plant unless you are competent to do so NEVER leave keys in unattended plant NEVER attempt to repair plant yourself – report it NEVER approach plant without the operator being aware of your presence or stand under a load being lifted or under an excavator bucket NEVER exceed the maximum trigger time on vibrating equipment – your supervisor will provide details</p>
<p><u>PPE – Personal Protective Equipment</u> is provided to protect you from a range of hazards – look after it and it will help look after you. ALWAYS wear, the correct PPE as identified in the Site Rules, Method Statements and Risk / COSHH Assessments ALWAYS look after PPE, store it properly, inspect it before use NEVER use incorrect PPE. Ensure it is as specified and fits NEVER adapt, modify, paint or alter any PPE</p>	<p><u>Fall Prevention</u> – falls from height, including into excavations, account for 50% of fatalities on construction sites. 19% of fatalities are caused by falling materials/objects. ALWAYS ensure that you, your tools and your materials are prevented from falling from any edge. Edge protection will typically consist of guard rails, toe boards and brick guards (where tools or materials could fall). ALWAYS cover and adequately protect exposed holes NEVER work near an unprotected edge unless you are authorised to do so and there are passive restraints such as nets or you are using an approved harness or restraint system NEVER make alterations to scaffolding or edge protection</p>
<p><u>Manual Handling</u> In this industry 20% of all accidents / ill health involve injuries whilst manually lifting or handling loads ALWAYS consider lifting a load mechanically ALWAYS use correct manual handling techniques and comply with the risk assessment. NEVER lift a load you are uncomfortable with.</p>	<p><u>Confined Spaces</u> every year people are killed working in or rescuing people from confined spaces ALWAYS get a permit before entering any classified confined space and comply with the permits requirements ALWAYS test the atmosphere before entering and during work ALWAYS check and understand your escape and rescue plans NEVER enter a confined space unless trained and authorised to do so NEVER use petrol or diesel engines inside a confined space as exhaust gases are dangerous NEVER work alone or attempt a rescue without correct training or equipment</p>
<p><u>COSHH (Control Of Substances Hazardous to Health)</u> dust, oils and concrete are amongst substances harmful to health ALWAYS understand the assessment sheet, comply with the precautions / instructions given and wear the PPE that is required ALWAYS stop and report symptoms immediately if you feel ill NEVER leave materials lying around. Return unused materials to the stores and put empty tins in the designated skip</p>	<p><u>Welfare and First Aid</u> ALWAYS know who the First Aiders are on your site ALWAYS seek First Aid for any injury ALWAYS respect, keep clean and look after the welfare facilities ALWAYS wash your hands before eating and maintain high personal hygiene standards</p>
<p><u>Electricity</u> 8% of fatalities at work are caused by electric shock ALWAYS check before using electrical equipment that <ul style="list-style-type: none"> the voltage is right for the tool that plugs and leads are in good condition that the tool is switched off before plugging in ALWAYS keep cables off the ground whenever possible, do not let them run through wet areas. If cables have to be on the ground ensure that they are protected from damage and not a trip hazard. ALWAYS only use portable electrical tools you have been authorized to use and ensure they are 110v or cordless ALWAYS be aware of the location of overhead and underground electrical cables NEVER try to repair anything electrical – remove from use and report to your supervisor NEVER use extension cables when they are still coiled up</p>	
<p><u>Fire Precautions</u> ALWAYS be familiar with emergency arrangements on your site. ALWAYS obtain and comply with the requirements of a Hot Works Permit before using welding, heating, burning or spark creating gear ALWAYS store flammable materials separately away from ignition sources NEVER start any fires on site NEVER smoke other than in a designated area NEVER use fire fighting equipment unless trained and safe to do so</p>	

The **Health & Safety Policy Statement** explains why we have a **Safety Management System**, what we intend to do and that everyone working for or on behalf of the Company has a responsibility to comply with this policy. General guidance, which must be complied with, is given above.