



Site Safety Induction

1. Introduction

All personnel before being allowed onto site will attend a site induction. Each person receiving induction **MUST** sign the attendance form. This is designed to make individuals aware of the precautions to be taken and hazards/dangers present on the working site.

2. Personnel on Site

All personnel on site, be it operative or visitor, must record their presence on the site 'signing in book' situated:

This will allow all personnel to be accounted for in cases of emergency.

3. Personnel Protective Equipment

All personnel on site must wear a hard hat (while over head work is taking place) and safety footwear at all times. Failure to comply will result in the offending individual vacating the site.

Personnel Protective Equipment also must be worn when undertaking hazardous operations (glasses, goggles, ear muffs, dust masks, safety harness etc.). Refer to Risk assessments for specific requirements. Personal Protective Equipment can be found:

4. Fire Precautions

On discovery of a fire, shout ***FIRE, FIRE, FIRE*** and immediately inform the nearest supervisor.

All personnel, on hearing the verbal fire warning, must evacuate the site via the fire exits

DO NOT USE THE LIFTS and muster at the assembly point situated:

A role call of personnel will then be taken.

There will be no smoking on site.

The Fire Warden is:

5. First Aid/Accidents

First Aid can only be given by trained personnel and their names are displayed in the site notice board. The first aider's names are:

All first aid administered must be recorded in the site accident book (situated by).

6. Welfare Facilities

Toilets are situated:

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Washing facilities are situated:

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Rest area is situated:

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Do not eat, drink or smoke in the workplace where substances that might be hazardous are used or stored.

Wash hands before eating, drinking or smoking.

7. Electrical Equipment

All electrical equipment used on site must be 110 volt. All electrical equipment will be tested by a competent electrician and the records given to the site manager.

Any defective electrical equipment must not be used and reported to a supervisor.

8. Scaffold and Scaffold Towers

Both permanent scaffold and tower scaffolds must only be erected and altered by competent scaffolders.

When using the scaffold and tower scaffolds ensure that the wheels are secured.

Unauthorised alteration will be deemed as a disciplinary offence.

9. Chemicals

Chemicals must be only used in accordance to the manufacturers recommendations and Company COSHH Assessments.

The precautions specified (ie. Personal Protective Equipment, types of use etc.) must be at all times be adhered to.

10. Welding/Soldering

Any work involving the use of a 'naked flame' must be in accordance to the Site Procedures.

No work can start until the area is clear of all flammable material and a fire extinguisher is located in the proximity of the welding/soldering operation.

All welding/soldering works are to be stopped 2 hours before the end of each shift and the area is to be inspected before leaving the site.

11.Unforeseen Problems

Any work operation that encounter danger that are not expected must be stopped and informed to the site manager.

Work can only proceed when adequate precautions are in place that are authorised by the site manager.

12.House Keeping

Keep site tidy. Poor house keeping is not only a cause of fire and tripping hazards but also creates a poor environmental impression.

Keep walkways clear at all times.

13.Responsibilities

All personnel have a health and safety responsibility for themselves and others. Act in a responsible manor, and think about acts and omissions at work in regard to your health and safety and the safety of others.



Induction Records

Site Name _____

[illegible]



Induction Records

Site Name _____

Date	Name	Company	I Understand The Induction	Signature