

SITE INDUCTION

Project: Residential New Build – 2 Storey Dwelling

Site Address: 24 Cavendish Rd | HS17J | London | United Kingdom

Principal Contractor: SJC Ltd

Project Manager: Sz J Griga

Site Manager: J David

Induction Date: 07.02.2026

1. PURPOSE OF SITE INDUCTION

This site induction is provided to ensure that all personnel working on site understand the site rules, health and safety requirements, emergency procedures, and their responsibilities while on site.

All operatives, visitors, and subcontractors must complete this induction before commencing any work.

2. SITE ACCESS & WORKING HOURS

- Site access is via the designated site entrance only
- All personnel must sign in and out daily
- No unauthorised access permitted

Working Hours:

- Monday–Friday: 08:00 – 17:00
 - Saturday/Sunday: No work unless authorised
-

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following PPE is mandatory at all times:

- Safety helmet
- High-visibility vest or jacket
- Safety footwear
- Gloves (task dependent)
- Eye protection (task dependent)

Failure to wear PPE may result in removal from site.

4. SITE RULES

- No alcohol or drugs permitted on site

- No smoking except in designated areas
 - Keep work areas tidy (good housekeeping)
 - Follow method statements and risk assessments
 - Report unsafe conditions immediately
-

5. HAZARDS IDENTIFIED ON SITE

Key hazards associated with this project include:

- Excavations and groundworks
- Moving plant and vehicles
- Working at height
- Manual handling
- Electrical works

All operatives must follow control measures outlined in relevant RAMS.

6. EMERGENCY PROCEDURES

First Aid:

- First Aid Kit located at site office
- Appointed First Aider: J Smith

Fire Procedure:

- Raise the alarm immediately
- Stop work and evacuate calmly
- Assemble at the designated assembly point

Assembly Point:

- Outside the work territory (follow the site signs which provides guidance to reach destination safely and more efficiently)
-

7. ACCIDENT & NEAR MISS REPORTING

All accidents, incidents, and near misses must be reported to the Site Manager immediately.

Incident reports will be recorded and investigated to prevent recurrence.

8. ENVIRONMENTAL CONTROLS

- Waste to be disposed of in designated skips
 - Spill kits available on site
 - Noise to be kept to a minimum
 - Dust suppression measures to be followed
-

9. COVID / HEALTH CONSIDERATIONS

- Good hygiene to be maintained
 - Handwashing facilities provided
 - Do not attend site if unwell
-

10. INDUCTION CONFIRMATION

I confirm that I have received and understood the site induction and agree to comply with site rules and safety procedures.

Name: _____

Signature: _____

Date: _____