

5-16 Checklist: Site Induction Checklist		SITK Ltd t/a Safety is the Key
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Carried out by:		Signature:		Date:		Ref:
Full Site Address:				Start Date:		Estimated Completion Date:

NOTE: Talk through this with all staff before they commence work on this Project.

Item	 or Notes:
Describe the Project and works involved.	
Name all key persons: Manager; Supervisor; Foreman; First-Aider etc.	
Identify Site boundaries; security; Notice Boards; parking etc.	
Discuss the major Site risks, rules and dangers/hazards. Discuss the RAMs & CPP (Risk Assessments Method Statements & Construction Phase Plan).	
Discuss duty to work safely; report any hazards and not use faulty equipment.	
Discuss Site materials affecting health i.e. asbestos; lead; chemicals; dust etc.	
Identify any tasks needing special training or experience or specialist cards, e.g. CSCS; Gas Safe; PASMA; JIB; IPAF etc.	
Discuss the WHAT, WHEN and WHERE of PPE (personal protective equipment) and that it must be worn correctly and be suitable for the task.	
Explain the fire emergency procedures, exit routes, fire assembly point and the location of fire extinguishers.	
Discuss what and where the welfare facilities are: i.e. toilets; washing, changing and eating areas; drinking water etc. All must be kept clean.	
Discuss the first aid facilities and procedures including first aider; first-aid kit; accident book; telephones etc.	
Explain why any safety signs, fences and barriers are in place.	
Discuss any environmental concerns on the Site i.e. pollution; noise; waste etc.	
Discuss the works that will need a signed "Permit To Work" i.e. hot works; roof works; confined space etc.	
Discuss safe work at height i.e. work near edges; use of scaffold; ladders; steps; MEWPs; hop-ups etc.	
Discuss arrangements for safe electrical & gas work on this Site.	
Staff must report all accidents and write them in the book.	
Discuss working safely with or around other contractors on the Site.	
Discuss when safety briefings, safety meetings and ToolBox Talks will occur.	
Any other site-specific items?	

<i>I have read or been briefed in the above and understand it. I will use safe systems of work and wear all PPE correctly.</i>						
Print Name:	Signature:	Date:		Print Name:	Signature:	Date:

NOTE: This Checklist is designed to be a reminder of some of the actions you may need to during an on-site H&S Induction. Be aware that it is NOT a definitive or official list of actions and no liability can be accepted for errors or omissions.

Need more help? Why not sign up to one of our three H&S Competent Person Packages from just £99 per month plus VAT. Email info@safetyisthekey.co.uk or visit [www. Safetyisthekey.co.uk](http://www.Safetyisthekey.co.uk)