

# SITE SAFETY INDUCTION

**This Induction Sheet is to be read/discussed by all persons employed on or visiting the operational areas of the site and confirmed on the attached sheet.**

<b>SITE MANAGEMENT TEAM</b>	Contracts Manager:-	
	Site Manager:-	
	Foremen:-	
<b>PROJECT PARTICULARS</b>	Site Address	
	Site Telephone No.	
	Site Fax No.	
	Telephone Location and limits of use	
	Site layout, access, egress, boundaries etc.	
	Welfare facilities	Canteen Toilets Drying room Storage containers
<b>PROCEDURE REQUIREMENTS</b>		
	Accident Reporting	All accidents are to be reported to site manager who will make the appropriate recording in the site accident book.
	First Aid	The First Aider is:-
	First Aid Facilities	The First Aid Facilities are located :-
	Fire Precautions	Fire extinguishers are located at strategic positions within the welfare facilities and around the construction site. They are for use in emergency situations only and must not be moved or abused. In the event of a fire or dangerous occurrence the person who discovers the same should raise the alarm at one of the designated fire control points located at various positions within the development and arrange for Company staff to be informed immediately.

**PROCEDURE REQUIREMENTS**

(Continued)

Evacuation	<p>All persons evacuating the building <b><u>must</u></b> report to the designated <b><u>assembly point</u></b> which on this project is situated:-</p> <p>All operatives should report to this area to enable an appropriate head count to be taken. All subcontractors trade foreman will be responsible for advising Company site staff of role count.</p> <p>On no account should anyone re-enter the building unless authorised to do so by Company site staff.</p>
Smoking	<p>Smoking is only permitted to the following designated locations:-</p>
PPE Requirements	<p>Compulsory Minimum Requirement:- Hard Hat at all times. Safety Footwear Discuss details of PPE to be used for the tasks to be undertaken.</p>
Scaffolds	<p>You are not to alter or adapt any scaffolds provided for your safety. If you require any scaffolds to be altered please discuss with Company site staff.</p>
Housekeeping	<p>You are required to remove any debris/waste material arising from your works and to deposit it in agreed locations.</p>
Storage of Material	<p>Before any materials are brought onto site please discuss with Company site staff to agree a set down / storage area.</p>
Record of Training	<p>All personnel that require certification to undertake certain tasks must produce the original for inspection by Company site staff.</p>
Site Specific Risks	
Consultation	<p>Company operate an open door policy for Worker Consultation. If you have any concern regarding safety issues please discuss with Company site staff.</p>
Common Arrangements	<ol style="list-style-type: none"><li>1. Shared Welfare for all sub contractors.</li><li>2. Scaffolding by agreement.</li><li>3. Parking of vehicles must be agreed with site management.</li></ol>

**PROCEDURE REQUIREMENTS**

(Continued)

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| Site Rules | <ol style="list-style-type: none"><li>1. Co-operate with Site Management at all times.</li><li>2. Work safely, having consideration for yourself and those others who may be affected by your actions.</li><li>3. Wear a safety helmet and suitable footwear at all times and other Personal Protective Equipment (P.P.E.) when instructed to do so.</li><li>4. Report to Management any accidents/unsafe working conditions.</li><li>5. Report to Management any defective plant or equipment.</li><li>6. <b>Do Not</b> use any plant for which you have not been trained.</li><li>7. Obey all site safety notices and signage.</li><li>8. <b>Do Not</b> indulge in any horseplay or be under the influence of drink or drugs.</li><li>9. <b>Do Not</b> intentionally misuse anything provided in the interest of Health &amp; Safety Welfare.</li><li>10. Keep your workplace tidy and free from hazards.</li><li>11. Breaches of any safety rule will result in disciplinary action.</li></ol> |
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Sign Induction Log	All operatives and visitors who have attended this Induction are to sign the Induction Log.
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Open Discussion	Opportunity given at the end of induction for questions and discussions
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# Evacuation Procedure

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