

SITE INDUCTION TRAINING RECORD

It is a legal requirement that all workers attending site are made aware of health and safety arrangements that may affect their safe operations. It is therefore, company policy to ensure that all workers are given sufficient information, instruction and training to enable them to carry out their duties in safety and with minimum risk to themselves and others who may be affected by their or our activities whilst on site.

The Project	Tick boxes to confirm discussed		Comments
Site Manager, Contact Details	<input type="checkbox"/>	<input type="checkbox"/>	
History	<input type="checkbox"/>	<input type="checkbox"/>	
Current Stage	<input type="checkbox"/>	<input type="checkbox"/>	
Future Work	<input type="checkbox"/>	<input type="checkbox"/>	
End Use	<input type="checkbox"/>	<input type="checkbox"/>	
Signing in & out of site arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
H&S Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Statutory Notices (F10, Law Poster, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention	<input type="checkbox"/>	<input type="checkbox"/>	
• No smoking Policy	<input type="checkbox"/>	<input type="checkbox"/>	
• Good housekeeping standards / disposal of waste	<input type="checkbox"/>	<input type="checkbox"/>	
• Hot Work Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher locations	<input type="checkbox"/>	<input type="checkbox"/>	
Raising the alarm	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Assembly points	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	
Accident and near miss reporting arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Location of first aid kits and eye wash stations	<input type="checkbox"/>	<input type="checkbox"/>	
First Aiders (who and where)	<input type="checkbox"/>	<input type="checkbox"/>	
Welfare Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Location of toilets and hand washing facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Drinking water availability	<input type="checkbox"/>	<input type="checkbox"/>	
Rest area / arrangements	<input type="checkbox"/>	<input type="checkbox"/>	
Disposal of food waste / wrappers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
General Safety Issues	<input type="checkbox"/>	<input type="checkbox"/>	
Risk assessments and method statements associated with work being undertaken	<input type="checkbox"/>	<input type="checkbox"/>	
Site Specific Safety Rules (see separate sheet)	<input type="checkbox"/>	<input type="checkbox"/>	

Name: Trade: Signature: Date:

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SITE SPECIFIC SAFETY RULES

1. PPE must be worn at all times including; High Visibility clothing, safety boots and hard hat. You are required to wear and safety glasses and gloves when required e.g. job specific in line with risk assessments. Failures to comply will result in your employer being notified of your exclusion from site.
2. The use of personal stereos, CD players, etc. are not permitted as they can cause nuisance and also cause distraction/prevent emergency warning to be made.
3. Persons found horse playing around will be removed from site.
4. You must park vehicles in designated areas / as instructed.
5. Urinating, Fouling and spitting on site is forbidden. Any offenders will be removed from site permanently.
6. Smoking on site is strictly prohibited.
7. Foul language will not be tolerated. Conduct oneself appropriately at all times. Those found not respecting the facilities provided will be asked to leave site.
8. Keep your working area tidy and clean up after you. Use skips provided and separate waste to designated waste skip e.g. plaster, wood, etc.
9. Eating will only be permitted in the designated canteen area and all waste food, packaging etc. must be deposited within the designated waste bins.
10. Do not operate any plant unless you have been trained and authorised to do so. Plant must be secured in designated areas with keys removed when not in use.
11. You are responsible to conduct pre-use checks of any plant and equipment used.
12. Do not alter or adapt any scaffold unless trained to do so and instructed by the site manager.
13. Read and adhere to the method statements issued to you by your employer. The site manager will ask you to sign the method statements applicable to your work.
14. Report any hazards, unsafe acts or near miss incidents immediately to the Site Manager.
15. Use portable cordless tools or 110-volt electrical equipment only.
16. Do not undertake or access any excavation, roof works, enter confined spaces or conduct hot works without obtaining a safe working permit from the site manager.
17. No operative is permitted on site if suspected as being under the influence of alcohol or drugs.
18. Any hazards that you are aware of must be reported to the site manager.