Site Induction contractor

|  |  |
| --- | --- |
| **Project:** | ***Polar Park Control Room*** |

**The following induction will be delivered by the Person-In-Charge (PIC) of the project. ALL members of the workforce (including contractors, sub-contractors and others) are to be briefed.**

**There are NO exceptions.**

The PIC is to follow this format using it as a basis for his induction talk to the workforce ***(See BLUE italics)***. Note: The PIC will, with the assistance of the Safety Advisor, insert project specific information within this induction where required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Reminding the workforce of the Core Safety Rules** |  |  |  |
|  |  |  |  |  |
|  | ***Core Safety Rules for this project have been drafted and copies are posted within the office and or welfare areas.*** |  |  |  |
|  |  |  |  |  |
| **2** | **Identifying the additional Project-Specific Safety Rules & General Information** |  |  |  |
|  |  |  |  |  |
| **2.1** | **Project Specific Safety Rules:** The PIC will need to liase with the Contracts Manager & Safety Advisor to determine those rules applicable to project-specific risks; it is possible the Client may have specific requirements. Specific rules should be listed below prior to the delivery of this induction. |  |  |  |
|  |  |  |  |  |
|  | ***There are specific rules which you must be aware of:*** |  |  |  |
|  |  |  |  |  |
|  | * ***All Contractors Must have a MET Police Pass*** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **2.2** | **General Information:** Remind the workforce of their obligations if necessary. |  |  |  |
|  |  |  |  |  |
|  | * ***Toilets and washing facilities are located:*** *On all floors of the building* |  |  |  |
|  |  |  |  |  |
|  | * ***Canteen / rest area:*** ground floor of building. |  |  |  |
|  |  |  |  |  |
|  | * ***Drying room / other facilities:*** |  |  |  |
|  |  |  |  |  |
| **3** | **Identifying the safety critical tasks and operations specific to the Project** |  |  |  |
|  |  |  |  |  |
|  | **Project Specific Safety Critical Tasks Rules:** The PIC will need to liase with the Contracts Manager & Safety Advisor to determine those safety critical tasks applicable to the project. Reference may be made to those tasks requiring permits-to-work, with the workforce being briefed in respect of the following significant issues: |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Site Induction contractor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |
| **4** | **Detailing limitations, access & egress points, public safety requirements, traffic management schemes, out of bounds areas** | |  |  |  |
|  |  | |  |  |  |
|  | The PIC will need to liase with the Contracts Manager & Safety Advisor to determine the following: | |  |  |  |
|  |  | |  |  |  |
|  | ***You must be aware of the following::*** | |  |  |  |
|  |  | |  |  |  |
| **4.1** | ***Access and egress: Main Vehicle Entrance Gate, and pedestrian entrance into building from rear car park*** | |  |  |  |
|  |  | |  |  |  |
| **4.2** | ***Public safety requirements:*** | |  |  |  |
|  |  | |  |  |  |
| **4.3** | ***Traffic management schemes: Following Police Traffic management scheme*** | |  |  |  |
|  |  | |  |  |  |
| **4.4** | ***Working areas / out of bounds areas: working areas control room 1st floor*** | |  |  |  |
|  |  | |  |  |  |
| **5** | **Specifying formal permit-to-work controls to be enforced** | |  |  |  |
|  |  | |  |  |  |
|  | ***Permits-to-Work will be required for the following activities; they will be administered by the PIC (me) and you will not be allowed to work without one:*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Confined spaces N/A*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Excavations N/A*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Electrical*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Hot works*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Lifting operations N/A*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Working at height N/A*** | |  |  |  |
|  |  | |  |  |  |
| **6** | **Identifying first aid, emergency procedures, rescue and location of telephone numbers** | |  |  |  |
|  |  | |  |  |  |
| **6.1** | **First Aiders:** ***The first aiders on this project are:*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Billy williams*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | |  |  |  |
| **6.2** | **First Aid Kits:** ***First aid kits are Available in the office and the canteen or rest area. Canteen/Site Office*** | |  |  |  |
|  |  | |  |  |  |
| **6.3** | **Emergency Procedures:** ***In the event of a fire or emergency you must:*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Alert the fire marshal (either in person or by mobile phone), your workmates and anyone else in the vicinity.*** | |  |  |  |
|  |  | |  |  |  |
|  | * ***Use a fire extinguisher to try to put out the fire if you have been trained and it is safe to do so – DO NOT put yourself or your workmates at risk.*** | |  |  |  |
|  |  | |  |  |  |

Site Induction contractor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * ***Leave the site by the escape routes and exits, which are:*** |  |  |  |
|  |  |  |  |  |
|  | * ***Assemble at the muster point.*** |  |  |  |
|  |  |  |  |  |
|  | * ***Stay at the muster point until you are advised by the PIC that you can re-enter the building or required to leave the site – you must not leave without informing me (the PIC) or your supervisor.*** |  |  |  |
|  |  |  |  |  |
| **6.4** | **Muster Point:** The PIC is to designate a muster point (e.g. 50 m from the site entrance on the same side of the road). |  |  |  |
|  |  |  |  |  |
|  | * ***The muster point is: Rear Car Park*** |  |  |  |
|  |  |  |  |  |
| **6.5** | **Fire marshal & fire safety co-ordinator:** The PIC is to advise the workforce that he / she will carry out these duties, or designate deputies and assistants where required. |  |  |  |
|  |  |  |  |  |
|  | * ***I will be the fire marshal, you must report to me at the muster point and must stay there until I tell you to return to the site or release you to go home.*** |  |  |  |
|  |  |  |  |  |
| **6.6** | **Fire Extinguishers:** ***The working area(s) will be provided with fire extinguishers of the appropriate type. You must familiarise yourself with their operation but you must not attempt to put out or control a fire if by so doing you put yourself or others at risk.*** |  |  |  |
|  |  |  |  |  |
| **6.7** | **Rescue:** The PIC will need to liase with the Contracts Manager & Safety Advisor to determine those circumstances where rescue might be required. The workforce being briefed in respect of the following significant issues: |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **6.8** | **Key emergency telephone numbers and contact details:** |  |  |  |
|  |  |  |  |  |
|  | * PIC: To provide his / her mobile number & ensure it’s noted by all present |  |  |  |
|  |  |  |  |  |
|  | * Fire Marshal: PIC to provide his / her (or deputy’s) mobile number & ensure it’s noted by all present |  |  |  |
|  |  |  |  |  |
|  | * Emergency Services: Dial 999 and ask for ambulance, fire brigade or police |  |  |  |
|  |  |  |  |  |
| **7** | **Confirming company safety inspection arrangements** |  |  |  |
|  |  |  |  |  |
|  | ***Safety inspections will be carried out in the following manner:*** |  |  |  |
|  |  |  |  |  |
|  | * ***Daily by the PIC (me) as I walk and monitor the works.*** |  |  |  |
|  |  |  |  |  |
|  | * ***Fortnightly by the Safety Advisor.*** |  |  |  |
|  |  |  |  |  |
| **8** | **Stating disciplinary controls for anyone disregarding safety procedures** |  |  |  |
|  |  |  |  |  |
|  | ***I (the PIC) will exclude anyone who disregards safety procedures or whose actions I consider to be prejudicial to good conduct.*** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Site Induction contractor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9** | **Instructing personnel to notify any accidents, “near-miss” incidents and unsatisfactory working procedures or conduct** |  |  |  |
|  |  |  |  |  |
| **9.1** | **Accidents: *If one of your work mates has an accident (where you think they need first aid or an ambulance) you must inform me or your own supervisor and the first-aider straight away or you must send someone else to get us – one of us will call an ambulance. If I (the PIC) or your supervisor are not available or we’ve been involved in the accident and we’re hurt ourselves, you must call the emergency services direct on (999) & give whatever assistance you can with the first aider until help arrives.*** |  |  |  |
|  |  |  |  |  |
| **9.2** | **Near misses: *A near miss is an event, which under different circumstances, could have resulted in injury to someone or damage to property – all such events are to be reported to me (the PIC).*** |  |  |  |
|  |  |  |  |  |
| **9.3** | **Unsafe working conditions:** The PIC is to remind the workforce that: |  |  |  |
|  |  |  |  |  |
|  | * ***My job is to ensure the works are completed within the programmed time and in a safe and workmanlike manner.*** |  |  |  |
|  |  |  |  |  |
|  | * ***Any defects or shortcoming in the health and safety arrangements should be reported to me.*** |  |  |  |
|  |  |  |  |  |
| **9.4** | **Conduct:** The PIC is to remind the workforce that***: Horseplay, fighting, swearing, provocative body language, racial or gender jibes or malicious damage is not acceptable. A polite attitude must be maintained towards staff (if appropriate), residents, members of the public and visitors to the site or working area(s).*** |  |  |  |
|  |  |  |  |  |
| **10** | **Reminding the workforce of their own responsibilities** |  |  |  |
|  |  |  |  |  |
|  | The PIC must remind the workforce of their own responsibilities: |  |  |  |
|  |  |  |  |  |
|  | * ***You must take reasonable care for your own safety and the safety of others who might be affected by what you do or do not do.*** |  |  |  |
|  |  |  |  |  |
|  | * ***You must co-operate with me, or your own employers be they this company or someone else.*** |  |  |  |
|  |  |  |  |  |
|  | * ***You must report any work situation, defect or shortcomings in health & safety arrangements which put you or your work mates in danger.*** |  |  |  |
|  |  |  |  |  |
|  | * ***You must use all work items and method statements provided by this company or your own employer in accordance with the training or briefing you have or will receive.*** * ***If you produce any waste on site you must deal with it as described in the site Waste Management Plan.*** * ***If you remove waste from site you must have a valid Waste Carriers Licence and provide the required Waste Records under Axis Procedure for Dealing with Site Waste.*** |  |  |  |
|  |  |  |  |  |
| **11** | **Attendance Register** |  |  |  |
|  |  |  |  |  |
|  | The PIC is to ensure that the workforce signs the register to acknowledge they have received and understood the instructions. |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SITE INDUCTION CONTRACTOR**

**(ATTENDANCE REGISTER)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  | **Date** |  | **Name (Print)** |  | **Company** |  | **Signed** |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  | **Date** |  | **Name (Print)** |  | **Company** |  | **Signed** |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |