

Site Induction

Project: Acton Police Station

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 (**See *RED italics***).

Tick Box
When
Briefed

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 liaise 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 Met Police Clearance. If not, Contractors must be escorted at all times by someone with Escort Clearance.
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2.2 General Information: Remind the workforce of their obligations if necessary.

- *Toilets and washing facilities are located:* All Floors
- *Canteen / rest area:* 2nd Floor Canteen
- *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 liaise 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:

- Power Shut down to be organised with the Met, with 4 weeks notice given
- When working in corridors and communal areas, barriers to be used to segregate building users from our works
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4 **Detailing limitations, access & egress points, public safety requirements, traffic management schemes, out of bounds areas**

The PIC will need to liaise with the Contracts Manager & Safety Advisor to determine the following:

You must be aware of the following::

- 4.1 **Access and egress:** Rear entrance through rear car park
- 4.2 **Public safety requirements:** Site Security important, make sure no members of public tailgate you when entering through the vehicle or pedestrian gate
- 4.3 **Traffic management schemes:** Following Police Stations Scheme
- 4.4 **Working areas / out of bounds areas:** Working areas are offices and corridors in 2nd floor of the building

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*
- *Hot works, including welding or cutting with torch or grinder*
- *Lifting operations*
- *Work at height*
- *Work involving hazardous materials or equipment*
- *Work on any live services, especially electricity*

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
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- 6.2 **First Aid Kits:** *First aid kits are Available in the office and the canteen or rest area.* 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.*

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- *Leave the site by the escape routes and exits, which are:*
 - *Assemble at the muster point.* Rear car park
 - *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 liaise 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:
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- 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.*

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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.*

11 Attendance Register

The PIC is to ensure that the workforce signs the register to acknowledge they have received and understood the instructions.

