

Site Induction Checklist

Site:

Sheet No:

Please follow this form when inducting staff to site.

Site Rules	Wring Group H&S Policy
Wring Group BMS ISO9001/14001/45001	Unexpected material inc. Asbestos
Considerate Contractors	Electricity
Welfare Facilities	Gas
Workforce Parking	Sewage
Accident Reporting / Near Miss / Breakages	Water
First Aid Facilities & First Aiders	Ladders
Fire Precautions	Hot Works
Fire Procedure, Emergency Exits, Alarm (include muster points)	Working at Height
Personal Protective Equipment	Vehicle Movements
Health and Safety Plan	Site Security / Visitors
Method Statement	COSSH / Data Sheets
Risk Assessment	Permits to Work
Fragile surfaces (Roofs etc if applicable)	Drugs and alcohol policy
Significant Site Risks	Smoking
Environmental Issues and Targets	UV

Staff Inducted to Site					
Name	Company	Date	Name	Company	Date



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Briefing Notes: Outline Project Briefing, The position of Fire Muster Point and Extinguishers, The Agreed Working Hours, The name of the First Aiders and location of phones, Welfare Arrangements, Working at Height – harnesses etc., PPE Hi Vis, toe, head and eye protection at all times, Report Dangerous Situations to Site Supervisor, Parking Arrangements.

INDUCTION RECORD

Declaration: I have been made aware of the hazards involved on this site and understand the instructions contained in the Health and Safety Plan, including the Risk Assessments and Method Statements related to the work I am about to commence.

Date	Company	Activity	Name	Signature



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The Company Safety Policy is always available for inspection. If in doubt, ask.