

APPENDIX C

SITE INDUCTION

| | | | |
|----------------------|--|--------------------|-----|
| Project Name: | | Project No: | |
| Induction number: | | Induction date: | / / |

PLEASE PRINT CLEARLY USING CAPITAL LETTERS FOR CLARITY

| | | | | | | | | | | | | | |
|-------------------------|-------------------------|---|---|--|--|--|--|--|--|--|--|--|--|
| First Name : | | Last Name: | | | | | | | | | | | |
| Date of Birth: | | National Insurance No. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table> | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Address: | | Mobile Phone No | | | | | | | | | | | |
| Postcode: | | | | | | | | | | | | | |
| Job Role: | | | | | | | | | | | | | |
| Card Type: | CSCS / CPCS / ECS/ CCDO | Card No: | | | | | | | | | | | |
| Card Grade Description: | | Card Expiry date: | | | | | | | | | | | |
| Are you a supervisor: | YES / NO | Training certs: (circle if attached) | SSSTS / SMSTS IPAF / PASMA | | | | | | | | | | |

About you

| | | | | | | |
|----------------------------|--|---------------------|-----------------------|---------------------|-------------------|----------|
| Nationality: | | Spoken Language: | | | | |
| Type of photo ID produced: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">UK/EU Passport</td> <td style="width: 25%;">UK/EU Driving Licence</td> <td style="width: 50%;">Other: (state what)</td> </tr> </table> | UK/EU Passport | UK/EU Driving Licence | Other: (state what) | Interpreter used? | YES / NO |
| UK/EU Passport | UK/EU Driving Licence | Other: (state what) | | | | |

About Your Employer

| | | | |
|------------------|--|----------|--|
| Company Name: | | Tel. No: | |
| Supervisor Name: | | Tel. No: | |

Person you wish to be contacted in case of emergency

| | | |
|--|--|----------------------|
| Name: | | Relationship to you: |
| Address: <i>(if different from above)</i> | | Contact Phone No: |
| Postcode: | | |

Do you have any medical or physical conditions / taking any medication(s) which should be made known to the first aiders/emergency services in the event of an incident? If yes, please indicate here and list overleaf

The information supplied on this form will only be disclosed in emergency situations to appropriate third parties such as the ambulance service, police, fire service and emergency contact in your immediate health or safety interest.

You should notify your emergency contact that you have named above that you have provided this information.

This information will be stored securely on site and in the company database in compliance with the Data Protection Act

I confirm that I have received the site safety induction and have been advised of the health, safety and environmental risks and I understand the requirements placed upon me. I have been made aware of the site rules overleaf and agree to abide by them

Signed: _____

Date: ____/____/____

| | | | |
|-------------------------------|--|-------------|-----|
| Office use only | | | |
| Inducted by: | | Signature: | |
| CITB online check successful? | YES / NO <small>*(DELETE AS APPROPRIATE)</small> | Check date: | / / |
| | | Initials: | |

INDUCTION SITE RECORD

No persons are allowed to work on the site unless they have been inducted. (Visitors will only be allowed on site if accompanied at all times by an inducted employee whose responsibility it will be to ensure all protective clothing is worn and all safety precautions are adhered to).

All persons working on site should be familiar with:

- The Company Health & Safety Policy
- Employees responsibilities under the H&S Act 1974 in particular Reg.7
- Allocation of safety responsibilities on site
- Site specific rules
- Safe systems of work and specific hazards allied to the work as identified in the risk assessment for the works to be carried out.
- General Hazards in and around the site

The following personal protective equipment (PPE) will be issued and must be worn.

- Hard hat
- Gloves
- Safety Boots
- Hi -Vis Vest or coat

The following Personal protective equipment will be issued and will be worn when deemed necessary

- Goggles
- Face masks with APPROPRIATE filter
- Ear Defenders
- Flame Retardant Coveralls
- Wet weather clothing

Each item of PPE must be obtained from the store man and signed for. The individual is responsible for looking after his equipment should it become soiled or damaged it should be returned to the store man and a new item will be issued. The wearing of masks will be advised by the site manager and all personnel will be briefed in the use and care of the masks.

- The site is **non-smoking**. Smoking will only be permitted within designated areas.
- There is to be **no eating or drinking** on site except in the welfare compound.
- There is to be **no mobile phone** usage outside the permitted zones without senior management authorisation.
- No lone working is permitted on the site at any time.
- Site hours are Mon-Friday 08:00 – 18:00 and Sat 08:00 to 13:00. Any request to work outside of these hours must be sought from the Project or Site Manager as soon as possible in advance.
- All breaks must be agreed with line managers and will be subject to review.
- Personnel to keep to the pedestrian routes when walking to and from the work faces and avoid walking on the haul routes.
- Any persons under the influence of drugs or alcohol will be asked to leave the site and disciplinary action will be taken.
- There is a possibility of contracting Weil's disease from the ground water on this site. All persons will be issued with a card to be presented to your doctor in the event of flu like symptoms developing. This disease can **kill** if not treated in time. You have been warned. **Discarded food and rubbish will attract rats so keep the site as clean as possible.**
- First aid is in the site office; the first aider is
- Fire and Emergency procedure (including location and use of fire extinguishers)
- Procedure for reporting accidents, injuries and near misses.

INDUCTION SITE RECORD

Site Rules

The following details the rules and standards that relate to all Erith employees, contractors and visitors while at work. It is everyone's responsibility obey these rules and to act in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a breach of an employee's contract of employment, or a breach of contract from that employee's employer.

It should also be borne in mind that contravention of any Health and Safety Legislation is a criminal offence and that individuals risk prosecution by the Health and Safety Executive.

- ✓ No smoking on site except in the designated smoking areas
- ✓ No smoking outside the site whilst wearing PPE
- ✓ PPE must not be worn off site unless carrying out authorised work outside of the hoarding
- ✓ Mobile phones are not permitted on the construction/demolition site without prior consent, use designated zones
- ✓ No one is to operate any machine, item of plant/equipment, unless they have been trained and are authorised to do so.
- ✓ All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- ✓ Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
- ✓ No machine, plant or equipment is to be left unattended or cleaned whilst in motion.
- ✓ No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
- ✓ All substances are to be used in accordance with the written instructions (Risk assessment).
- ✓ All substances are to be stored in accordance with COSHH instructions and are to be returned to the storage after use.
- ✓ All hazard notices or warning signs displayed on the premises are to be obeyed.
- ✓ All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- ✓ All safety equipment and facilities provided are not to be misused or wilfully damaged.
- ✓ Shorts, skirts & vest t-shirts are not permitted to be worn on site.
- ✓ The work area is to be kept clean and tidy at all times and all waste is to be disposed of in the correct containers or bins.
- ✓ All liquid spills are to be cleaned up immediately, cleaning materials must be disposed of in line with guidance.
- ✓ Spill kits must be restocked and replaced if used and management informed
- ✓ All emergency procedures relevant to your work area are to be obeyed.
- ✓ Emergency routes, exits and equipment are not to be obstructed.
- ✓ Any use of or damage to firefighting equipment or alarm systems must be reported immediately.
- ✓ Prompt medical assistance must be sought for any injury received at work and the injury must be reported to your Supervisor as soon as possible. Always ensure that the accident is recorded in the Site accident book. All near misses must also be reported and recorded.
- ✓ Visitors must be escorted at all times
- ✓ Entry to the demolition/construction site is not permitted without an induction and use of the correct PPE
- ✓ You must not attend work whilst under the influence of drugs or alcohol (we do random testing)

Disciplinary procedure

Disciplinary action will be taken against anyone acting in any one of the following ways.

- Wilfully breaching the site safety rules or Safety Policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Recklessly interfering with or misusing any firefighting equipment or alarm systems
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking anywhere on site other than in designated "Smoking areas" or whilst using flammable substances.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing compressed air, electric or pneumatic equipment.

- Any behaviours considered to be gross misconduct by the management team (e.g. fighting or bringing the Company name into disrepute by their actions)
- Refusal to take part in drug or alcohol testing if requested.