

MJ Moorlands Builders & Contractors



SITE INDUCTION

Contract/Job Name	The Paddocks
Contract/Job Number	PD

1 INTRODUCTION

- This document gives a checklist as to the general content of the Site Induction which the Organisation will present to all personnel before they commence work on any site.
- The Site Induction conveys important information regarding the site, the working methods and health and safety.
- Site Induction is a legal obligation required under the Management of Health & Safety at Work Regulations (NI) 1999. It is vital that it is conducted for all staff on every site as it has been found that new arrivals are statistically the most likely to be injured and that injury occurs soon after starting work.
- All personnel will be required to attend a Site Induction before commencing work and will be required to sign a register to confirm that they attended the induction and will abide by the policies, procedures, methods and rules of the Organisation.

2 WELCOME

- Outline details of the project/contract including start date, completion date, sequence of works, end-use and type of construction.
- Explain the purpose of the induction, why it is important and how long it will last i.e. approximately one hour.
- Inform inductees that by the end of the induction, they should know:
 - The site safety rules
 - What is being built and who is involved
 - Safety procedures and layout for the site
 - The risks on this project
 - Accident causes and reporting procedures
 - Health and Safety Duties
 - Minimum Personal Protective Equipment
 - Where the welfare and First Aid facilities are located
- Inform personnel of the Site Manager/Foreman for this site.
- Inform personnel of other key personnel.

3 SITE DETAILS

- Explain site access, site security and passes (if applicable) and parking arrangements.
- Give hours of work.
- Indicate any restricted areas.
- Give details of any factors which may increase risks e.g. vicinity to schools, public, water, roads, railways, holes.
- Give information regarding previous use of site, in particular, collapse, hazardous substances, buried gas or electric services.

4 WELFARE FACILITIES

- Give location of welfare facilities including toilets, canteen, changing, washing and drying facilities and give any restrictions on use e.g. smoking area.
- Make it clear to all personnel that absolutely no drugs and alcohol will be tolerated on site.

5 MAJOR RISKS & SPECIFIC ACTIVITIES

- Focus on any activities being undertaken currently on this specific site which pose a hazard to personnel such as work at heights, lifting, vehicles, equipment and plant.
- Give details of any major risks pertaining to the specific site.

6 ACCIDENTS

- Explain that all accidents, incidents and “near misses”, even if minor, must be reported to the Site Manager/Foreman immediately in order to be recorded in the Accident Book or on the Accident & Incident Record (HS21).
- Explain that the law requires certain incidents to be investigated and that employees/contractors are required to co-operate with these.

7 ATTENDANCE REGISTER

- Explain that all personnel, contractors, visitors MUST sign the attendance register upon arrival at the site and that everyone must also sign out when they leave.
- Explain that all operatives have responsibility not to allow unauthorised persons or members of the public on site and that anyone noticing unauthorised persons on site must notify the Site Manager/Foreman immediately.

8 FIRE

- Identify who is responsible person under the Regulatory Reform (Fire Service) Order 2005.
- Explain the fire procedure.
- Explain which permits-to-work are required for hot works.
- Identify where the fire extinguishers, muster points and fire exit routes are. Explain the importance of not obstructing any of these.
- Identify who is trained to use any fire-fighting equipment.
- Explain that all operatives have a duty to inform the site manager/foreman of any fire immediately.
- Outline how re-entry to the site will be organised in the event of an evacuation.

9 FIRST AID

- Identify the "first aiders".
- Inform personnel where the first aid box(es) are located.
- Inform personnel of the nearest hospital.
- Inform operatives that they must inform their supervisor if they are taking any prescription drugs or suffer from any medical condition.

10 HEALTH & SAFETY POLICY

- Explain that all personnel are expected to take responsibility for the health and safety of themselves, their colleagues and the public and that they are to assist in implementing and working within the limits of the Organisation's Health and Safety Policy.
- Ensure personnel are aware of the risks posed to their own health on the site e.g. manual handling, dust, concrete, noise, vibration and the measures and controls in place to minimise these risks.
- Explain that conduct must comply with the Organisation's Health & Safety Policy and Site Rules at all times.
- Explain that if personnel have any concerns, they should address them to their own supervisor, the site manager/foreman or a nominated safety representative if applicable.
- Ensure that personnel have a clear understanding of the work that they are undertaking and are familiar with any Method Statements and Risk Assessments that apply.
- Ensure that all personnel are aware that random safety checks will be carried out to ensure that Health & Safety Policy, Site Rules and Method Statements are adhered to.
- Ensure all personnel are aware of the hazards their work might pose to others, the hazards they may be exposed to and the controls that are in place.
- Explain which permits-to-work will be issued.

11 LADDERS

- Ensure all operatives are told not to use and to report any damaged ladders.
- Remind operatives to only rest ladders against solid surfaces and not on any fragile or insecure material.
- Inform personnel that ladders must be footed and/or tied.
- Inform personnel that they must fully extend ladders and lock them into position before using them.
- Remind personnel not to overreach while using a ladder.
- Inform personnel not to use metal ladders or timber ladders with metal reinforcements in the vicinity of live electrical services and point out areas on site where this applies.
- Remind operatives to only use ladders only at 75° (4 up:1 out).

12 PLANT & EQUIPMENT

- Make it clear that no-one is permitted to operate any plant or equipment unless they have relevant training and have been authorised to do so by the site manager/foreman.
- Instruct personnel not to ride as a passenger on any plant vehicle unless there is a specifically designed passenger seat.

13 ROOF WORK

- Make it clear that no-one is permitted to access roofs except those persons specifically authorised by the Site Manager/Foreman.
- Remind operatives that mobile tower scaffolds must only be used with wheels locked and only be moved when empty.

14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Explain that hardhats, safety shoes/boots and hi-visibility vests must be worn at all times on site.