

Site safety induction training "Must do's"

Site / Location:- _____

Site Manager:- _____ Signed:- _____ Date:- _____

No	Requirement	Yes	No	N/A
1	Maintain a current list of all persons on site and confirm that they have received suitable induction training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide information on all significant hazards on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Explain the safe systems for dealing with site risks including site rules, procedures, use of PPE, and permits to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Explain about individual's responsibilities whilst on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Provide information about site access and egress, welfare facilities, security, storage and housekeeping arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Confirm the first aid, fire and emergency arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Confirm the arrangements for reporting accidents, incidents and near misses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Confirm the arrangements for reporting instances of bad housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No	Action required	By whom	Date due	Date done	Intl.

A copy of all completed forms must be kept on file