

Site Induction Record



Site	
Name	Job Title
Company	Address
Contact Number	
CSCS Number	Other Cards details
Supervisor Name	
Induction	Health Safety and Welfare Presentation
Site Specific information	<ul style="list-style-type: none"> • Issue Health Safety Welfare Guide • Discuss any specific site hazards or high risk activities. • Confirm Welfare arrangements • Confirm Site Safety Supervisor • Confirm First Aiders & location of equipment • Confirm Fire and Emergency arrangements • Confirm site access routes • Safety notice board and other information • Confirm Site Rules • Use of PPE: safety helmets, high visibility clothing and footwear to be worn at all times. • Reporting of unsafe circumstances to Site Manager • Permits to Work: defined works must not be carried out without the prior issue of a permit. • All personnel to report to the site office before commencing work and when leaving the site • All plant must be suitable and fit for purpose. • Is the inductee taking any medication or has a pre-existing medical condition likely to place themselves or others at risk? • Any mobility issues • Drugs and Alcohol: Any operative found to be under the influence of alcohol or drugs will be immediately removed from site. • Discuss inductee's RAMS: including COSHH Assessments • Ensure that the inductee receives a signed RAMS briefing from their supervisor. • Obtain copies of skills cards including CSCS and CPCS
Test	Discuss results
Induction Card Number	
Inductee signature	I have received and understood the above induction
Induction by	
Date	