

# Site Induction Presentation

This presentation provides a '**mock site induction**' and serves to help those people in the process of preparing and delivering site inductions. It is essential that all personnel receive an appropriate site induction before they commence work on any site.

The site induction communicates essential information regarding the site, the working methods and health and safety management.

All attendees of the site induction are required to sign a register to confirm their attendance and their agreement to abide by the principal contractor's policies, procedures and rules and to follow the agreed method of working.

# Site Induction Presentation

## Site Working Hours

Site operating hours are:

Monday--Thursday

8.30am to 5.00pm

Friday

8.30am to 4.00pm

Anyone wishing to work outside these hours must get permission from the site manager of the principal contractor ABC Construction *prior* to extended working.

- All personnel are to sign in and out at the site office everyday -- a swipe card system is also in operation for signing in and signing out. This is compulsory
- All site visitors are required to sign in/out using the visitors book in reception
- Be considerate and co-operative at all times

# Site Safety Induction

## Site Location

The 'Isaac Newton' University Building

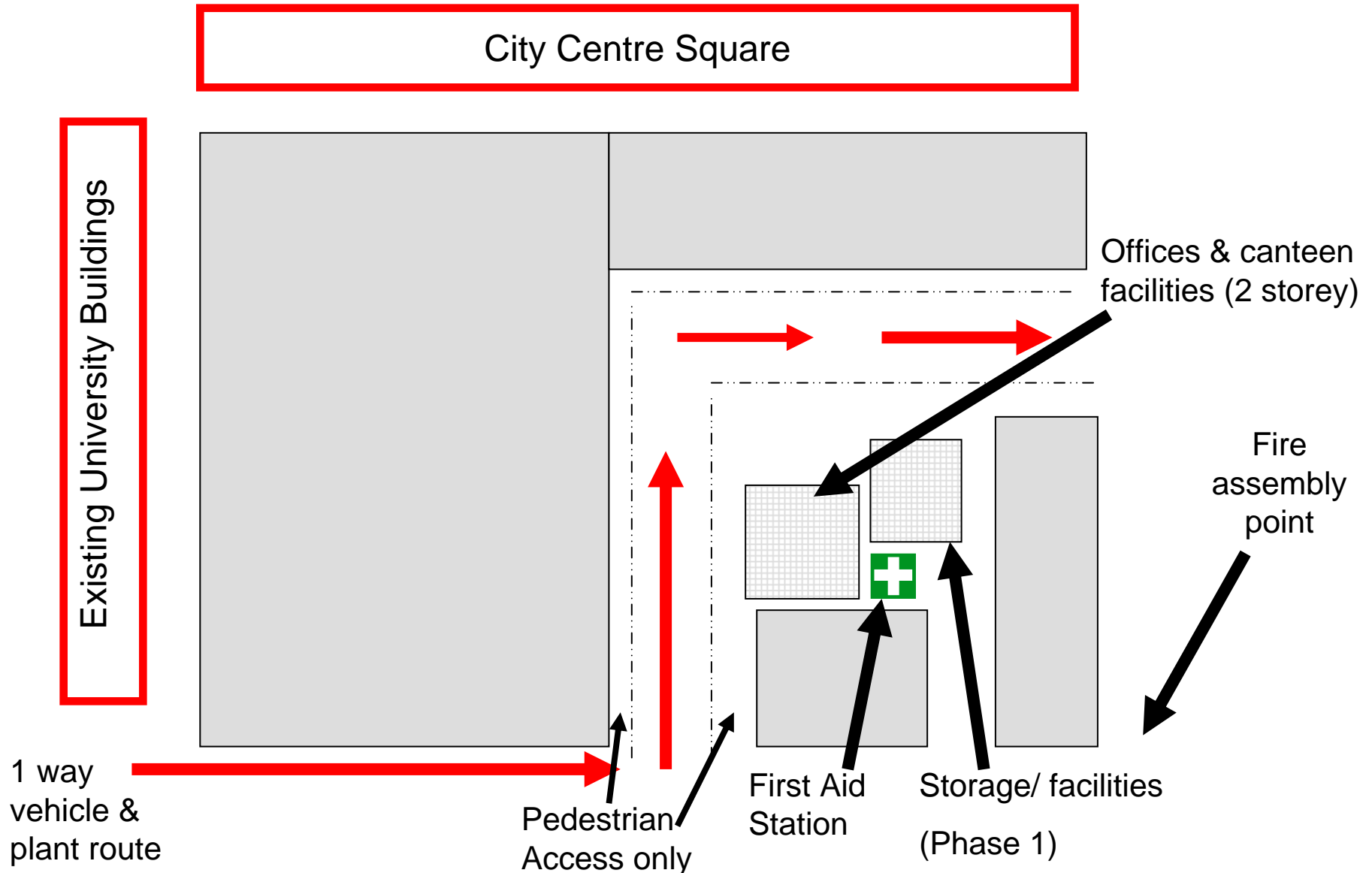
**Address** ABC Construction Ltd Site office  
City Centre Square  
Newtown upon Sea  
NE1 2SE

**Telephone** 0198 201 2345

**Fax** 0198 201 5432

This is a confined city centre site -- as shown on the following diagram.

# (Example) Plan of the Site



# Principal Contractor's Site Management Team

Andrew Gregson (Site Manager)

Eloise Hodder (Site Safety Supervisor)

First Aiders: Mark Geoffreys; Garreth Matthews; Muriel Griffiths

Please refer to the 'Site Organisation and Emergency Procedure Chart' that has been placed upon the site notice board for further details

# Welfare Facilities

The following welfare facilities are provided on site:

- Toilets
- Washing areas (with hot & cold running water)
- A Drying Room
- A Canteen

Please remember when using the canteen facilities to place all rubbish into the bins provided. This will greatly assist the cleaner.

Please refer to the site layout chart on the notice board for the location of these facilities.

# Site Rules

**The following site rules are to be adhered to at all times:**

**All personnel must receive a site induction prior to commencing work on site. No induction, no work.**

**All site personnel must sign in and out of site -- by use of a swipe card. This should be done individually and never on the behalf of other persons.**

**Appropriate personal protective equipment (PPE) is to be worn by all persons on site at all times.**

**Drugs and alcohol will not be tolerated on his site. Anyone found under the influence will be disciplined and removed from site immediately.**

**No radios or other such musical equipment are permitted on this site.**

# Site Rules (continued)

**All food and drink is to be consumed within the prescribed welfare facilities compound. Use the rubbish bins provided and be minded not to leave scraps of food as these could attract vermin.**

**The use of mobile phones is not permitted on this site, except within the site offices and canteen. Anyone found using a mobile phone on site will be disciplined and removed from site immediately.**

**Keep all areas of the site tidy and free from discarded materials. A yellow card/red card scheme is in operation on this site.**

**Ensure mechanical and electrical equipment is stored in the metal site compound containers at the end of each day.**

**Inform site management immediately should you discover any hazardous materials or activity.**

**This is a no smoking site.**



# Site Rules (continued)

**Do not interfere with or remove any signage, fencing or dust screens without expressed permission.**

**Do not interfere with existing gas, water or electric services which may become exposed during construction.**

**Do not interfere with any scaffolding or access equipment. Only suitably qualified persons, with expressed written permission are permitted to assemble, alter and disassemble such equipment.**

**Ensure that all materials brought onto the site are handled, stored and disposed of in a safe manner.**

**Only suitable trained employees are permitted to use the plant and equipment on the site. Sub-contractors are to provide their own plant and equipment at all times.**

# Site Rules (continued)

**Operatives who are required to erect, alter or dismantle scaffold towers must have suitable training.**

**Persons undertaking inspection and approval of scaffolding must be formally qualified to do so. Evidence of training certificates must be retained on site.**

**Misuse of equipment or unsafe practices will not be tolerated. Anyone found doing this or permitting this will be subject to disciplinary action.**

**No work activities will be permitted to commence until a suitable risk assessment and method statement has been submitted to (and agreed with) the principal contractor.**

# Site Hazards

## Significant Hazards

Significant hazards on this site currently include:

- Confined spaces in the basement area
- Crane lifts
- The movement of plant
- Working at height

# Site Housekeeping

Always ensure that your work area is tidy and free from any rubbish.

A waste compound is provide on site for the orderly disposal of waste materials.

A site recycling compound is also provided -- please make full use of this facility.

This site operates a yellow card/red card scheme -- clean up your work area. Rubbish is a hazard -- contractors not cleaning up during and after their work will be issued with warnings. Any cleaning costs incurred by principal contractors having to tidy up after contractors will be passed on to the offending contractor.

# First Aid



- The appointed first aiders on this site are Adam Arkwright, Ben Bradshaw and Colin Caulderwell
- Each of these people are suitably trained and possess a current first aid certificate
- This site has first aid boxes located in the site office and by the stairwell on floor level

# Accident Reporting



- **All** accidents are to be logged in the accident book
- The accident book is located in the site office
- Sub-contractors who possess their own accident book must also enter all accidents into the site accident book
- Any accidents/incidents that are reportable under RIDDOR are to be reported immediately to the site safety supervisor, Eloise Hodder

# Fire Safety

Most fires can be prevented with simple precautions.

If a fire does occur:

- Raise the alarm. This site now has a fully automatic alarm
- Locate an escape route. This site has two escape routes which are the stairwells at either side. These stairwells have fire doors and emergency lighting. It is vital these routes are kept clear at all times
- Make your way calmly to the designated meeting point, and stay there. This is very important as a full register will be taken to ensure everybody is present

This site's fire marshals are Andrew Gregson and Lucy Thomas.

If the fire is small – and suitable fire fighting equipment is immediately to hand – and you decide to tackle the small fire -  
ensure that you **always** position yourself between the fire and your escape route

Remember - the wearing of suitable PPE is  
compulsory at all times



**NO HAT  
NO BOOTS  
NO JOB!**



# Thank you

Any questions?

Please remember to study the notice board.

You must successfully complete the brief induction assessment and sign the induction attendance register *before* commencing work