Site induction checklist

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| **Items covered** | **Yes** | **No** | **N/A** |
| Have you established the competencies and qualifications (including trade qualifications) of the person? |  |  |  |
| Have you established proof of the person’s construction induction training? |  |  |  |
| Have you ensured the person has been taken through relevant safe work method statements (SWMS) for any high risk tasks to be performed? |  |  |  |
| Does the person have the correct personal protective equipment (PPE) available?* hard hat
* safety glasses
* long sleeved shirt
* high visibility vest
* other …………………………………………………………………………………………………………………………………………………
 |  |  |  |
| Have you explained where to locate the safety documents, PEER policies and procedures, SWMS and JSA? |  |  |  |
| Have you shown the person what to do in an emergency and identified the location of the:* assembly point and evacuation route
* closest medical facility
* contact details of emergency services
* provisions for emergency communications
 |  |  |  |
| Have you shown the person:* the location of the first aid facilities / kits
* who the first aiders are and how to obtain treatment
 |  |  |  |
| Have you shown the person where all relevant firefighting equipment is located? For example, fire extinguishers, hose reels |  |  |  |
| Have you introduced the person to their site health and safety representatives (HSRs)? |  |  |  |
| Have you shown the person where the workplace facilities are located? (toilets, hand washing facilities and drinking water) |  |  |  |
| Have you explained the procedures for reporting incidents, injuries, and hazards? |  |  |  |
| Has the person been trained to set up and use any specialised equipment required? |  |  |  |
| Have you explained the site security procedures? |  |  |  |
| Have you explained the site health and safety rules? |  |  |  |
| Have you explained the hazards and risks specific to the worksite? |  |  |  |
| Have you explained the control measures for those risks? |  |  |  |
| Have you explained the layout of the site including entries and exits, loading and unloading areas? |  |  |  |
| Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified? |  |  |  |
| Have you explained compliance with regulatory standards, WHS issues and manufacturers specifications? |  |  |  |
| Have you discussed work etiquette including handling, storing, and disposing of materials, cleanliness, and equipment maintenance? |  |  |  |
| Conducted by (name): ……………………………………………………………………………………………………………………………………………..…………………………Signature: ...............………………………………………………………………………………………………………………………………………..…………………………………………..Date: \_\_ / \_\_ / \_\_\_\_ |  |  |  |
| Worker’s name: ……………………………………………………………………………………………………………………………………………………………………..……………..Date: \_\_ / \_\_ / \_\_\_\_Position / job: ………..………………………………………………………………………………………………………………………………………………..…………………..…………Worker’s signature: ……….…………………………………………………………………………………………………………………………………………………..……………Notes: ……………….……………………………………………………………………………………………………………………………………………………………..……………………..…………………..……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. |  |  |  |