Site induction checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **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: ……………….……………………………………………………………………………………………………………………………………………………………..……………………..  …………………..……………………………………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. |  |  |  |