

ON-SITE INDUCTION TRAINING FORM

PART I

Items covered at induction include:

- Does the worker understand English? If not, an interpreter may be required.
- Location of first aid kit and fire extinguishers. Competency in the use of fire extinguishers is required.
- A briefing on Local Emergency Procedures, (including Emergency Assembly Points). Contractors are to ensure that all personnel under their control are accounted for.
- Location of and means of access to toilets.
- Securing the site. Clean-up after each day or shift and secure materials as appropriate. Good housekeeping is required.
- Do workers have access to safe work method statements. Are they understood? Copies should be available on-site at all times.
- Contractor site specific safe work method statement (SWMS) and risk assessment may be required for certain tasks.
- Plant and equipment is to be in good condition and safe to use. Also to have updated maintenance logbook. Talking on the mobile phone whilst operating plant / equipment on-site is not permitted.
- Staff competency levels are to be appropriate for the tasks undertaken (e.g., certain certificates required for operating plant and equipment).
- Electrical equipment and leads are to be tested and tagged for currency. Flexible extension cords should be run on insulated hooks or insulated lead stands to provide a safe route through the work area and passageway and to provide clear access for personnel and vehicles. Domestic multiplug type power boards are not allowed on-site.
- Explosive power tools to be used only by qualified operators.
- Working at Heights – Ladders are to be tied off. Fall arrest devices may be required if working within 2 metres of roof edge.
- Barricades are to be used as required. Always maintain protection barriers around excavations, trenches or penetrations.

- If applicable, contractors are to advise management if any worker is on an Injury Management Plan (i.e. Worker's Compensation) and provide written details of any limitations before that person commences work on-site.
- Personal Protective Equipment requirements. Is the worker trained in the use of PPE? Use PPE as required (e.g., hard hats, high visibility clothing (ie. safety vests), steel capped shoes or boots, together with hearing and eye protection as required).
- Safety signage is displayed for your safety, ensure it is visible, do not cover or remove.
- Scaffolding to be used only if complete. Report any defects. Do not alter another workers scaffold.
- Waste Disposal and other environmental considerations must be addressed (ie. recycle where possible, separate waste etc). Rubbish bins are provided, always use them to keep the site safe.
- Accident/Incident Reporting is required, including the need to report property/equipment damage.
- Hazard Reporting is required as necessary. If there is an immediate threat to the safety of persons then work should cease immediately and the matter referred to site management.
- If applicable, Contractor contract to be provided to JG King Projects on-site management.
- Describe works currently being undertaken and planned.
- Vehicle parking and control. At your own risk but park in designated areas where provided or as negotiated with the Client.
- Hot Works Permit for any activity that entails cutting, grinding or welding may apply on-site.
- Welding operations are required to be appropriately screened.
- Always use correct lifting techniques for manual handling or lifting.
- If applicable, Induction Sticker or Label to be issued.

Other Specific Site Rules include:

1. Normal working hours of the site concerned will apply unless advised.
2. Any person failing to comply with the safety requirements will be asked to stop work until a satisfactory agreement has been obtained regarding compliance.
3. Removal of guardrails or barricades without approval or alternative protection is not permitted.
4. No liquor or illegal drugs of any description are to be brought onto or consumed on the site.
5. Smoking is only permitted in designated areas. Confirm arrangements.
6. Mobile telephone restrictions may apply on-site. Confirm arrangements.
7. The playing of Walkmans, Ipods or mobile phones which allow for ear phones to be used are not allowed to be used on-site; these include ear muffs with radios built into them.
8. Fighting or engaging in violence of any kind will not be tolerated.
9. Bullying, pranks or horseplay with not be tolerated.
10. Vandalism or stealing of any kind will not be tolerated.
11. Not using the sanitary facilities will not be tolerated.
12. The volume levels of radios on-site are to be kept at an acceptable level for site personnel to communicate without having to shout to one another.
13. Other identified site hazards include:

Name of Contractor: _____ Signature: _____

Instructor: _____ Signature _____

Date: _____