

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Site induction Before anyone starts work on a new site

TASK	NOTES	INITIALS
Site contacts and access		
☐ Introduce the site supervisor and who to report to		
☐ Explain sign-in and sign-out, and site working hours		
☐ Show parking, entry points and restricted areas		
Hazards		
☐ Walk through the site's known hazards and how they're controlled For example, live services, asbestos, working at height, traffic and other trades.		
☐ Explain how to report a new hazard, an incident or a near miss		
Emergency procedures		
☐ Show the emergency exits, assembly point and alarm		
☐ Show where the first aid kit, fire extinguishers and spill kit are		
☐ Name the first aider and fire warden		
Permits and isolations		
☐ Explain which work needs a permit, such as hot work or confined spaces		
☐ Explain the lock-out and isolation procedure for power, gas and water		
Protective equipment and site rules		
☐ Confirm the protective equipment required on this site		
☐ Explain site rules on smoking, phones, drugs and alcohol, and housekeeping		
☐ Explain how waste and offcuts are handled on this site		
Confirmation		
☐ Check the worker's licences and tickets for the work they'll do		
☐ Have the worker confirm they understood the induction, and record the date		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____