

BEST PRACTICE

LOCATION: **ARTICLE YEAR:** 2010
ACTIVITY: Competence Assurance **COMPANY:** CEMEX UK
SUB ACTIVITY: N/A **COMPANY LOCATION:** Norton Disney Quarry
BEST PRACTICE No: BP688 **COMPANY TEL:** 07810 851132

TITLE  Award Winner  On Video

Visitors and contractors induction system

ARTICLE

DESCRIPTION

CEMEX policy is that all visitors to operating sites within the company (including contractors and in house CEMEX personnel) should receive a formal induction to site. The system had existed but was adhoc and of varying standards. The new requirement was to remove any ambiguity and to ensure all visiting personnel received critical information about hazards and safety precautions required on site.

It was recognised that the standard of these inductions still varied dependant upon who provided the induction, their experience and their operational strengths. To correct this issue and ensure a high consistent standard of induction was maintained it investigated several methods from a basic checklist to a DVD/video presentation. It was decided to use PowerPoint with the potential to provide the best of both worlds, pictures and diagrams from the DVD format and personal interaction from the checklist field. In doing so it covered the learning potential of most individuals i.e. those who learn best by reading, discussion and visual aids. Two versions were drafted - one for visitors and an extended one for contractors who needed a more detailed induction revolving around the task/s they are undertaking.

The visitors™ version covers:

1. Signing-in requirements, site layout and emergency assembly points
2. Mobile phone and smoking policies
3. Site PPE requirements for the area of visit and identification of first aid staff
4. Traffic and pedestrian routing and danger points (animated for greater effect)
5. Significant hazards that may be met on site during their visit, how they are expected to behave and the care needed in those locations e.g. moving mobile plant and the safe method of approaching
6. Noise and dust zone maps
7. Sign-off sheet to ensure all major points are covered in summary and signed off by the visitor.

In addition the Contractors™ version covers:

9. Permit to work including safe systems of work and a risk assessment for the tasks being undertaking

ARTICLE IMAGES

