

Basic Site Induction List

This is information the Site Operator should make available to the contractor prior to any site works commencing

Company Name _____ Date _____

Site / Client _____ Signature _____

Project Description _____ Full Name _____

Received?

1. Emergency Procedures

2. Signing In/Out Rules

3. Site Specific Rules

4. Key Site Contacts

5. Site Structure

6. Welfare and First Aid Facilities

7. House Keeping Rules

8. Environmental & Waste Planning

9. Site Drugs & Alcohol Policy

10. Authorised Equipment

11. COSHH

12. Behaviour on Site

13. Site Requirements for PPE

14. Site Communications Policy

15. Authorisation and Appointments Plan

16. Vehicle and Pedestrian Routes / Plan

17. Incident Reporting Procedures (accidents / near miss)

18. Co-ordination of Work Activity on Site

19. Time Limitation on Works

20. Blasting Times