pointCPD

Site induction checklist and record

Site-specific induction for workers, subcontractors and visitors

Complete one record per person before they start work on this site. This induction is in addition to the general construction induction training (white card) every construction worker must already hold.

1. Person being inducted

Full name		**Company**	
Trade / role		**Mobile**	
Emergency contact (name and phone)			
Relevant medical information Optional, voluntary: e.g. allergies, if they want it known			
Site / project		**Date of induction**	
Inducted by		**Expected start and finish**	

2. Cards, licences and competencies sighted

Card / licence / ticket	Number	Issued by	Expiry (if any)	Sighted (initials)
EXAMPLE *General construction induction card (white card)*			*n/a*	

3. Site rules and arrangements explained

#	Check	Covered	Notes
People and communication			
1	Principal contractor, site supervisor and how to contact them	☐	
2	Health and safety representative (if any) and how to raise a concern	☐	
3	Site sign showing principal contractor details and site office location	☐	
4	Sign-in and sign-out procedure	☐	
5	Working hours and noisy-work restrictions	☐	
Site rules			
6	Drugs and alcohol, and fitness for work	☐	

#	Check	Covered	Notes
7	Smoking and vaping areas	☐	
8	Mobile phone use near plant and at height	☐	
9	Housekeeping and waste separation	☐	
10	Parking, deliveries and loading zones	☐	
11	Security, visitors and public interface	☐	
12	Amenities: toilets, drinking water, meal area	☐	

4. Site hazards and controls shown

#	Check	Covered	N/A	Location / control
1	Edges, openings, penetrations and edge protection	☐	☐	
2	Scaffolds and access: who may alter them, tag system	☐	☐	
3	Excavations and trenches	☐	☐	
4	Overhead powerlines and underground services	☐	☐	
5	Mobile plant operating zones and traffic management	☐	☐	
6	Crane or lifting operations and exclusion zones	☐	☐	
7	Hazardous materials: asbestos register, silica, chemicals and safety data sheets	☐	☐	
8	Electrical: temporary supply, leads, test and tag	☐	☐	
9	Hot work and fire risk	☐	☐	
10	Manual handling and material storage	☐	☐	
11	Heat, sun and weather arrangements	☐	☐	

5. Emergency, first aid and reporting

#	Check	Covered
1	Emergency plan, alarm and evacuation procedure	☐
2	Assembly point location	☐
3	First aid kit location and first aiders	☐
4	Fire extinguishers location	☐
5	Emergency contact numbers	☐
6	How to report an incident, injury or near miss	☐
7	How to report a hazard	☐

6. Their work: SWMS, PPE and permits

#	Check	Yes	No	N/A
1	SWMS for their high-risk construction work received and reviewed	☐	☐	☐
2	They have been briefed on the SWMS and signed on	☐	☐	☐
3	PPE required on this site confirmed (hard hat, hi-vis, boots, eye and hearing protection, other)	☐	☐	☐

#	Check	Yes	No	N/A
4	Permits needed for their work explained (hot work, excavation, isolation)	☐	☐	☐
5	Plant and equipment they bring has been checked	☐	☐	☐
6	Stop-work rule explained: stop and report if work cannot be done safely	☐	☐	☐

7. Declaration and sign-off

Inductee declaration I have been inducted, I understand the site rules and hazards, and I will follow them			
Inductee signature		**Date**	
Inducted by (name)		**Signature**	