

PC-WSHQAE-001 Site Induction Record

PROJECT DETAILS	
Project Name:	Site Induction No:
1. ATTENDANCE PURPOSE	
<input type="checkbox"/> Sub-contractor Induction	<input type="checkbox"/> Visitor Induction [complete section 2 & 4 only] [Please read Visitor Requirement Policy]
2. PERSONAL INFORMATION	
Name:	Date of Birth:
Address:	Driver's Lic. #:
Trade/Occupation:	Phone No:
Employer:	ABN: (if self-employed):
Emergency Contact:	Phone No:
Do you have any medical conditions? [e.g. heart disease, diabetes, allergies]	
Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, state Work Visa Type:
<input type="checkbox"/> Construction Induction Card Number [White Card]:	
<input type="checkbox"/> Qualification/Tickets:	
3. INDUCTION CONTENT [see reverse]	INITIALS
<input type="checkbox"/> Sub-contractor has read, understood and agreed to the ProjectCorp General Site Rules and Polices	
<input type="checkbox"/> Sub-contractor has read, understood, signed and will follow their SWMS	
<input type="checkbox"/> Site specific details & requirements explained	
<input type="checkbox"/> Hazardous substances, plant, equipment, electrical explained	
<input type="checkbox"/> First Aid explained	
<input type="checkbox"/> Emergency and evacuation procedures explained	
<input type="checkbox"/> Environmental & Traffic Management Plan explained	
<input type="checkbox"/> Unexpected Conditions and Finds Protocol – Asbestos and Unknown Materials	
4. DECLARATION BY THE PERSON INDUCTED	
I have been inducted into, and understand, ProjectCorp Project Safe Working Policies, Procedures and site rules. I have been given the opportunity to ask questions which were answered by an authorised ProjectCorp representative. I agree to accept the direction of the ProjectCorp site personnel in the pursuit of a hazard free and safe working environment.	
Inductee Sign-off:	
Name:	Signed:
	Date:
TO BE COMPLETED BY THE INDUCTOR	
Inductor Sign-off:	
Name:	Signed:
	Date:

Site Induction Agenda – Sub-contractor [s]

1. Introduce yourself
2. Ensure sub-contractor has read and agreed to ProjectCorp General Site Rules and Policies
3. Ensure sub-contractor have read and understood their Safe Work Method Statement [SWMS] and have it signed to acknowledge they understand and **will** abide by the controls identified in the SWMS.

Note: Failure to provide SWMS and Construction Induction Card [White Card] will result in the induction being terminated until such time as the subcontractor has complied; they cannot commence work on site.

4. Site Specific Details
 - a. Site entry is off Mary Street Lilyfield via Access gate 2 [see Traffic management plan Appendix 1 site plan].
 - b. Parking is allowed on site only in designated parking areas.
 - c. Sign the Attendance Record book on arrival and departure each day.
 - d. Hours of work are Monday to Friday 7.00am to 5.30pm and Saturdays 7am to 1pm.
 - e. No smoking inside building, smoking allowed in external areas and outside premises. Extinguish cigarettes and dispose of in waste bins.
 - f. No use of mobile phones whilst working. All mobile phones are to be stowed away and used only during morning tea and lunch breaks
 - g. On site toilets facilities provided. Please keep clean and tidy.
 - h. No drugs or alcohol on site [alcohol odour found on person will be instant removal from site without warning].
 - i. Do not touch or disconnect any temporary or permanent services until prior arrangements are made with Site manager
 - j. No swearing or shouting on site, adjacent playground in use for the public.
5. Outline project safety.
 - a. PPE to be worn at all times. Hard hats, safety boots and visibility vests are required to be worn at all times whilst on site.
 - b. Site Safety rules pinned up in sheds and office to be adhered to.
 - c. Pre-starts for plant and equipment to be completed each day.
 - d. MSDS to be accompanied with any hazardous materials.
 - e. Electrical equipment to be tagged and tested.
6. Inform sub-contractors of who is the First Aid Officer is and how to contact them. Location of First Aid Box is inside Site Office.
7. Emergency Procedures for both minor and major accidents.
8. Evacuation Procedure; refer to Evacuation Plan located on wall adjacent to front entry door.
9. Environmental Controls
 1. General waste to be placed in site bins every day.
 2. No disposal of liquid waste down drains, liquids to be removed from site or in a washout drum.
 3. Sediment fencing to remain in position and erected at all times.
10. Traffic Management Plan explained
 1. Entry and Exit via Access Gate 2. Public carpark rules and direction of traffic apply.
 2. All deliveries and pick-ups need to be pre-arranged with Site manager.
 4. All deliveries and drivers must report to Site manager first.
11. Unexpected Conditions and Finds Protocol explained – Asbestos and unknown materials