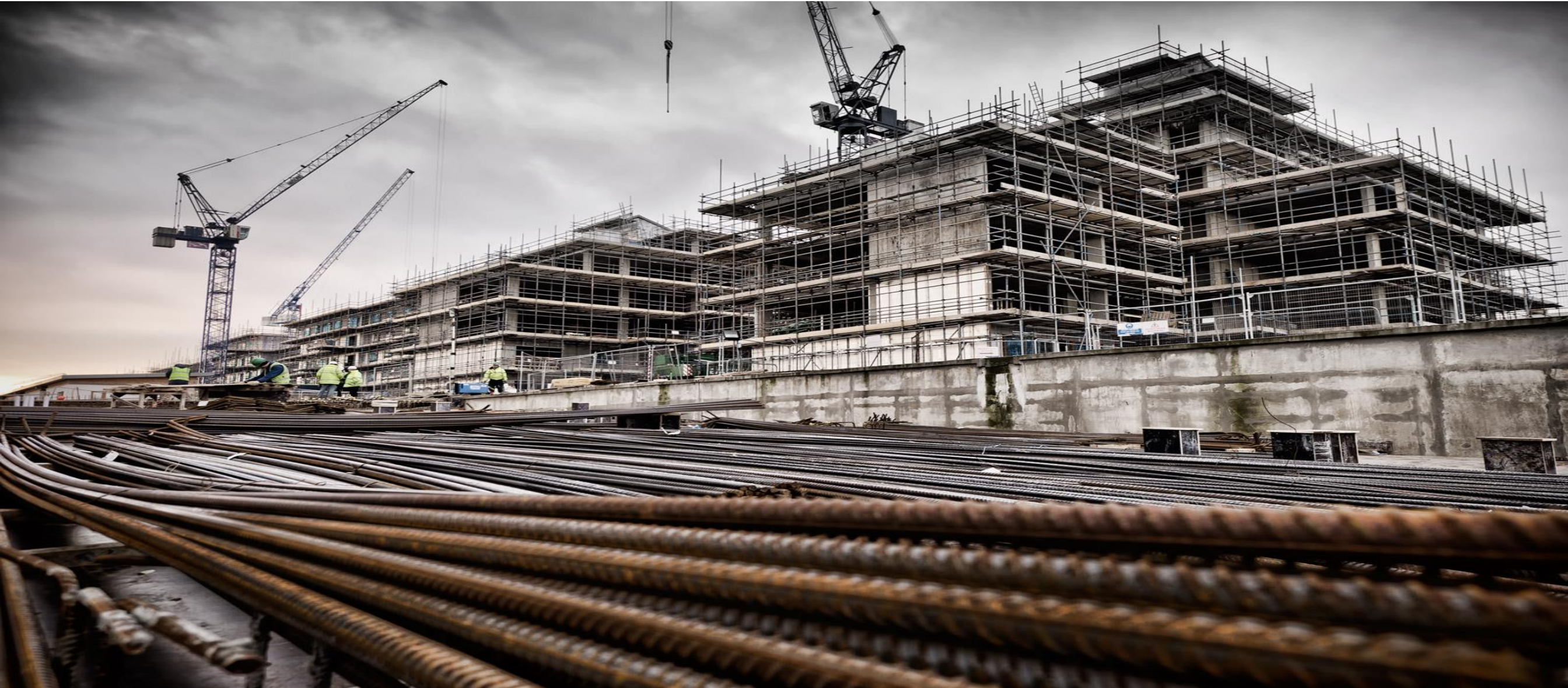


Project Site Induction



Insert project name here

Please turn off your mobile phone



The Test

- You will be tested at the end of this induction
- If you fail to score over **60%** in the test you will not be permitted to work on the site

PLEASE PAY ATTENTION

What we are going to present

1. Introduction to your site
2. Health and Safety
 - Site-wide hazards
 - Zone hazards
 - Site rules
 - Safe working practices
 - Access routes
 - Emergency procedures
 - Accident reporting
3. Communication
4. Environmental awareness
5. Summary and group feedback
6. Induction test

What we are building

- Add a description of the project here including project name, client name, type of building e.g. residential, hotel etc. the number of floors, start date, completion date.



Project Site Induction

Site Layout

Add a plan of the site showing all of the primary points of interest. As a minimum the items listed to the right should be included

- Muster point
- Pedestrian access
- Vehicle access
- First Aid
- Waste bins
- Storage area
- Welfare facilities



Project Site Induction

The Site Management Team

INSERT PROJECT ORG CHART HERE WITH
THE NAMES AND TELEPHONE NUMBERS OF
THE KEY STAFF MEMBERS CLEARLY VISIBLE

Health & Safety Policy

Nothing at Cenvé is as important as safety. We are committed to carrying out our operations in a manner where safe behavior is the norm, positive reinforcement is natural and the incidence of work related injury and ill health is eliminated. We target to achieve a Zero accident incident rate on all of our projects and throughout all of our business operations.

This will be achieved by:

- Actively creating safe working environments for all;
- Displaying leadership, passion and commitment at all levels;
- Working safely to enhance quality, improve productivity, morale and generate value;
- Using consultation, collaboration and leadership as strong indicators of health and safety performance;
- Learning from our failings and successes and spreading this learning throughout the business;
- Innovating to reduce risks to health & safety;
- Empowering people to make sound choices about their own safety and the safety of others by encouraging and supporting them to challenge the environment in which they work;
- Admiring, respecting and recognizing safe behavior;
- Having a well trained and competent workforce who actively contribute and participate in the safe planning of their workplace tasks;
- Committing to safety and long term health to assist in making us the employer of first choice;
- Welcoming only those who support our vision and are willing to change – we will not compromise on safety

Continual review and improvement is the key component to ensuring our Health & Safety System (CCM) is current and effective. Our Health & Safety Policies ensure compliance with relevant legislation and regulations. In many cases we enhance these requirements to make Cenvé the company of first choice for all stakeholders.

The Cenvé Management Team fully endorses this Policy. Everyone working for Cenvé is required to fully support and promote the Policy by complying with the requirements and duties contained in the CCM.

We take pride in everyone returning home safely every day. I personally commit Cenvé to this Policy.



Jason Cunningham
Chief Operations Officer

Everyone working on a project managed by Cenvé is expected to support and promote this Policy *and to* Comply with its requirements and duties at all times



Safety

- It is Cenve's policy to provide an environment free of incident and injury
- Having a safe place of work is more important than production
- Please do not tolerate any bad practice which could result in an incident or injury

'Don't walk by'

Will it take an accident to shift your perception?



Safety

IF YOU CANNOT DO IT SAFELY

THEN, DO NOT DO IT!!!

Health & Safety Culture

THIS CARD SHOULD BE USED EVERY DAY TO ASSESS THE SAFETY OF YOUR TASK BEFORE YOU START WORKING

During your TAKE5 session answer the questions below and take the necessary action

Have you had a daily activity briefing	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you know your supervisor	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you read the Method Statement or Task Briefing Sheet	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the right people available	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you wearing the correct PPE	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have the required permits & approvals	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have the right equipment	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is your work area tidy and free from hazards	<input type="checkbox"/> YES <input type="checkbox"/> NO

If all your answers are YES continue to work

If you answer NO to any question, STOP what you are doing and speak to your supervisor or manager

- Read your site safety guide
- Don't walk by.....
- If you can't do a job safely..
- TAKE5 participate every day

What you can count on from the Management Team

- If you stop a task on safety grounds - we **will** back you up
- If you bring up a safety concern, we will address it promptly - it will **not** end up in a black hole
- Our incident investigation is **not** to allocate blame but to learn, so we can stop another injury

What your management expects of you:

If its not safe, don't do it

If you see something unsafe - speak immediately to your supervisor - no matter who - no matter what

- If you're not completely sure of something
- If it doesnt look right
- If you do not understand the assignment
- Or if you are unsure of how to do the job safely

Speak up and ask

Add Project name – your site hazards!

Add your site specific hazards or delete if not applicable

- Work at height – falls of materials or persons
- Movement of materials – manual handling
- Pedestrian / vehicle access – struck by moving vehicles
- Use of plant / equipment – noise, vibration, etc
- Use of, and exposure to, hazardous substances
- Works involving flame, heat, sparks, etc
- Works involving electricity - shock
- Lifting operations – falling loads, equipment failure, etc
- Excavation – collapse, methane, water, etc
- Confined spaces – asphyxiation, entrapment

**Does Anyone Have any Questions on
Anything we Have Presented so Far?**



Project Working Hours

Sunday to Thursday:

00:00 hrs to 00:00 hrs

Friday:

00:00 hrs to 00:00 hrs

Saturday:

Breakfast: 00:00 – 00:00 hrs

Lunch: 00:00 – 00:00 hrs



Security & Access Passes

- Passes remain the property of xxxxxxxx
- If you leave site permanently:

Your pass **MUST** be returned to the site office

- If you fail to do so, the cost may be deducted from your pay



Site Access Control Systems

- You must always clock in/out of the site
- Use the electronic access control system
- Enrolment for the electronic access control system will take place after this induction

Using the Electronic Access Control System:

- XXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXX

Site Rules



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G9-G CENVE Group Specimen Site Rules

When developing these rules, note that any disciplinary action must comply with current HR guidelines and Industrial Relations Guidance included in the Administration Procedures Manual.

1. Rules Applicable to All Persons on Site:

- **Drug & Alcohol Testing** may be carried out at any time. Positive results for drugs or excess alcohol, or refusal to take a test could result in termination of contract or refusal of entry to site. If you use any medication that could affect your ability to work safely, notify your employer
- **'Take 5'** is an initiative described at induction or on site notices and requires your active support
- **Safety Inductions** must be satisfactorily completed by all persons before starting work
- **CENVE Disciplinary Code** is operated on site and a behavioral Incident Notice may be issued and recorded. Persons receiving a 3rd warning or a warning for gross misconduct will be removed from site and further formal disciplinary action may be taken

2. Persons Working on Site

- Safety Helmets, High Visibility Vests, Safety Footwear, glasses and gloves are mandatory on site
- You must wear additional Personal Protective Equipment where this has been specified
- Make sure your supervisor has briefed you prior to starting work – if not, stop and ask
- Strictly follow the details of the agreed method statements, task briefing or daily activity briefing
- Stop working if unsafe or unhealthy conditions develop and inform your supervisor immediately
- No alcohol, drugs, radios or MP3 are allowed on site
- Only eat, drink or smoke in areas designated by management
- Racial or sexual harassment on site or directed at the public is illegal and will not be tolerated
- Anyone connected with defacing or vandalising anything on site, will be removed from site

3. Work Areas

- Keep your area tidy by keeping rubbish in piles or in bins
- Keep all accesses clear of materials, cables or other obstructions
- Fully comply with all health and safety signs – do not cross barriers or enter no-go areas
- If you notice unsafe areas or uncovered holes, take immediate action, report them immediately
- Never pour oil or other pollutants down drains – know your COSHH materials & use them safely



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management

4. Unplanned Events

- Report all accidents and near misses to allow us all to learn by our mistakes
- Know the best means of escape from your work area and your assembly point
- Unsafe working will not be tolerated

5. Plant and Equipment

- To operate plant or machines, you must be authorised and hold the appropriate certification
- Scaffolding (incl. proprietary systems) may only be erected, dismantled or altered by scaffolders
- Mobile towers can only be erected or modified by approved erectors with appropriate instructions
- Only trained and approved slinger signallers may sling, bank or receive slung loads

6. Rules for Drivers on Site

- All persons must wear safety helmets, hi-vis & safety footwear when not protected by their cab
- Drivers who have not had a site specific induction must remain with their vehicles unless escorted

7. Rules for Visitor

- Site visitors must be escorted at all times by a fully inducted person and obey all instructions

We want, and will assist you to take care of yourself while at work,

What are you going to do to help us and yourself?

....end of Guidance G9-G

**Site Rules are There for YOUR Safety
Please Follow Them at ALL Times**

General behaviour on site



None of the above

Drugs and Alcohol



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Drugs & Alcohol Policy

Cenve holds Health & Safety as a core business value. We are committed to a future free of incident and injury, and the effective management of drugs and alcohol misuse is an integral part of this.

It is the policy of Cenve to:

- Comply with all applicable legislation and local standards relevant to the location and nature of the works;
- Never knowingly permit any Cenve employee, its consultants or trade contractors or anyone engaged directly or indirectly (as a worker) to report for work or enter work premises under the influence of alcohol or drugs, or to consume while on duty or on the premises;
- Implement control measures to prevent, as far as reasonably practical, individuals from working or entering work premises while under the influence of drugs or alcohol, or consume these at work;
- Never knowingly employ or retain any employee or worker, directly or indirectly, who has been justifiably dismissed by an employer for alcohol – and/or drug related misconduct;
- Take suitable action – up to and including dismissal or termination of contract – against anyone testing positive to alcohol or drugs in breach of this policy.

Any employee or worker found to have tested positive after a drug and alcohol test will be immediately suspended from the work in which they are engaged pending a full investigation.

Employees or workers testing positive for drugs or alcohol, attempting to defeat or refusing to take a test, face sanctions up to and including termination of contract.

This policy will be reviewed in line with changes to any relevant legislation.


Jasbir Cunningham
Chief Operations Officer

- Anyone testing positive in a drug or alcohol test will be immediately removed from any safety-critical work, pending a full investigation
- Workers testing positive for drugs or excess alcohol or refusing to take a test will face sanctions which may include termination of contract

Drugs and Alcohol

Anyone taking prescribed medication or has any medical conditions, such as Diabetes, should inform their immediate Supervisor and or Manager

This information is confidential and would only be used to assist you in the case of an emergency

Health & Safety Communication

Health & Safety committee meetings are held regularly to allow you to raise any work related health and safety issues.

You can also speak openly to any Manager at any time

You have a voice

WE WILL LISTEN

**Does Anyone Have any Questions on
Anything we Have Presented so Far?**

Risk Assessments & Method Statements

Have you read, understood and signed your method statement?

If not.....

Please ensure you receive this briefing from your supervisor before commencing work

Do Not Start and Activity Until you Fully Understand any Risks

Permits to Work

- Some tasks require a permit before work starts
- They must be closed out when work is complete
- If a permit is required, it will be stated:
 - In the method statement
 - Task sheet
- Can you give examples of when a permit is required?

This is a
permit to
work area



DANGER
Buried cable

Permit to Dig



DANGER
Fire risk

Hot Works Permit

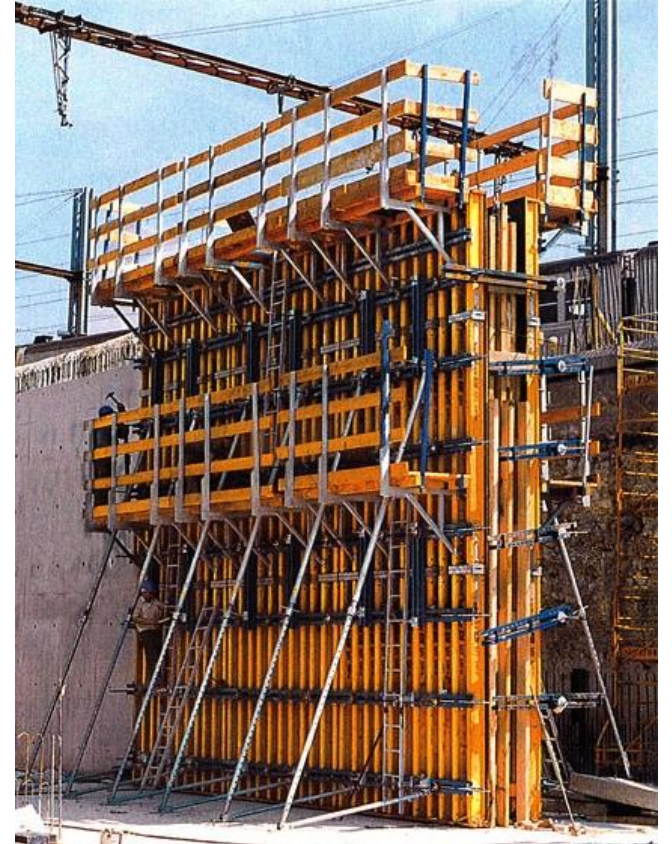
Temporary Works (TW's)

Temporary Works: Works required for construction, maintenance or demolition of permanent works (normally removed from site on completion)

We have a detailed procedure for the management of TW's

Some TW's will require permits to access or to load

These should be identified in your Method Statement



Services

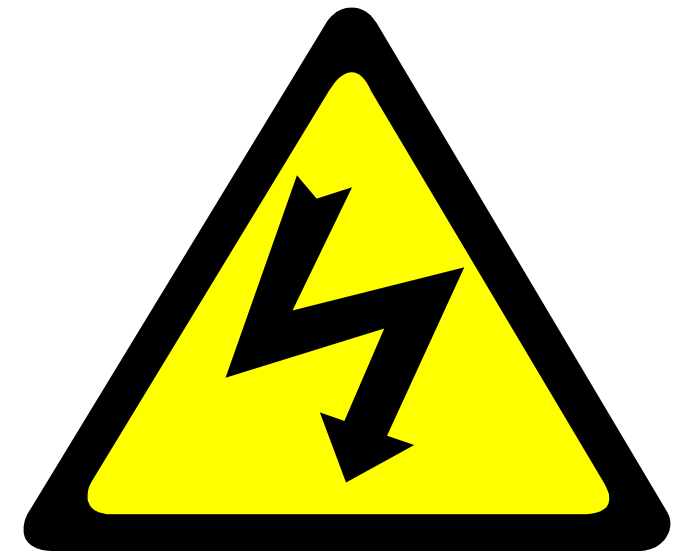
- Treat **ALL** cables and services as **LIVE**
- All excavations (hand or mechanical) require a permit to dig
- Driving road pins and stakes still requires a permit to dig
- Permits must be kept with excavator

**IF IN DOUBT, STOP AND
ASK**



Services

- Different service categories require different protection and methods of work
- Ensure you are fully briefed, have your permit and know service categories before starting work
- If in doubt, ask the service coordinator or manager



DANGER
Buried cable

IF IN DOUBT, STOP AND ASK

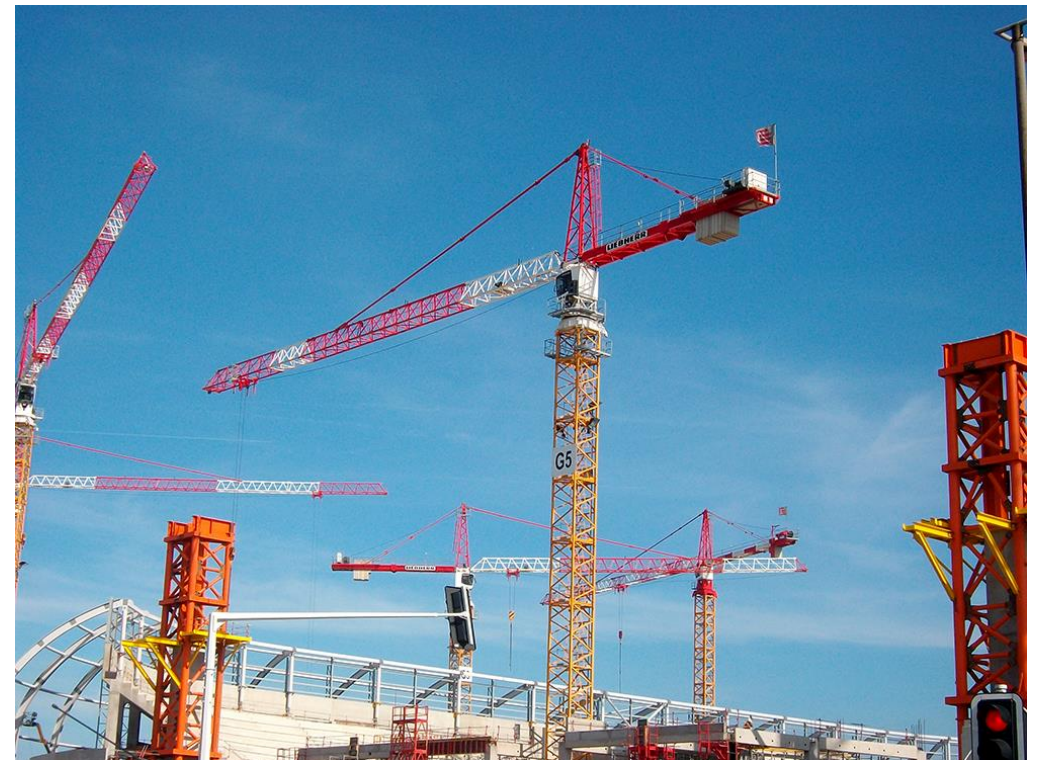
Operating Plant & Equipment

- Only competent, trained operators are allowed to operate plant & equipment on this site
- Operators will have to prove their competence prior to starting work on the site
- To help us prevent incidents like this from occurring



Lifting Operations are Planned & Controlled

- The Crane Team controls all cranes
- Crane Team members receive further training & briefing
- Slingers & Signallers are trained & appointed in writing
- Slinger & Signallers are identified by orange vests and helmets



If you are not a slinger – DO NOT SLING

Work at Height

All work at height is potentially dangerous

This includes work on:

- Tables & Falsework
- Scaffolds & Alloy Towers
- Ladders
- MEWPs

Edge Protection Must be in Place At All Times



Work at Height



This could happen to you if you fall from a height!

Mobile Scaffold Towers

If using a tower scaffold:

- Erect & Dismantle **ONLY** by a Scaffolder to the manufacturer's instructions
- Double guard-rails & toe boards on all working platforms
- Provide correct access to platforms
- Use correct procedure when accessing, using or moving the tower



Mobile Elevated Working Platforms (MEWPS)

Operators must be

- Fully trained & Competent
- CPCS Card / IPAF standard

Read the guidance

- Barrier off surrounding area
- Wear safety harnesses, fasten to internal MEWP anchor point

For scissor lifts

- Requirement for harness by risk assessment. Always retract the basket before travelling - They are not “lifts” or cranes



Scaffold

Scaffolds

- Must be inspected weekly
- Must have ScaffTag fitted
- Can only be erected, altered or dismantled by qualified, certified scaffolders

Guard-rails and toe-boards

- Guard-rails & toe-boards required if someone could fall
- Never remove or adapt guarding



Ladders

Avoid working from ladders where possible!

- Ladders must be inspected weekly and records kept
- Free from damage
- Secured at top or footed
- Used on solid base
- Do not use metal ladders near overhead power cables
- Industrial grade only



Use podiums or ‘pop ups’ instead of stepladders

Safety Harness

Treat the use of a Safety harness as a last resort

- You must be trained to check, wear and adjust harnesses
- Remember a harness will not prevent a fall but will minimise the risk of injury if there is a fall
- Recovery procedures must be in place to recover someone who has fallen



Plant, Equipment & Portable Electrical Tools

ONLY 110V EQUIPMENT TO BE USED ON SITE

- Protect supply cables from sharp edges & objects; **never** pull or carry tools by their cable
- Keep cable clear of ground if possible to prevent crushing or abrasion by plant or vehicles
- Check supply cable for cuts, splits or damage
- Do not carry out makeshift repairs – tell your supervisor
- Regular maintenance & repairs should be carried out by qualified electricians
- All portable electrical equipment to be PAT tested & tagged

Fire Prevention on Site

- A majority of fires on construction sites are caused by 'hot works'. This includes such activities as:

**Grinding Tar boilers Cutting Welding
Blow torches Blacktop plant**

- Simple measures can prevent fires:
 - Check whether you need a hot work permit
 - Housekeeping: remove rubbish & other combustibles
 - Have extinguishers nearby if carrying out hot works



Does Anyone Have any Questions on Anything we Have Presented so Far?

COSHH

- What does COSHH stand for?

Control of Substances Hazardous to Health

- Ensure you understand the COSHH assessment
- Ensure you use the stated controls
- Monitor the work environment
- Ensure appropriate storage & disposal
- Can you identify the symbols below?



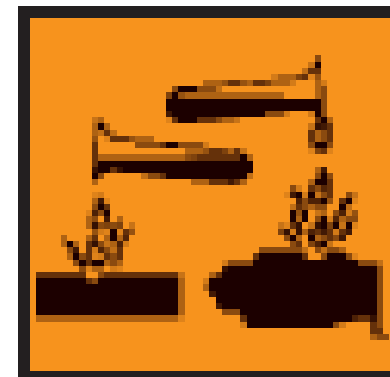
OXIDISING



TOXIC



HARMFUL

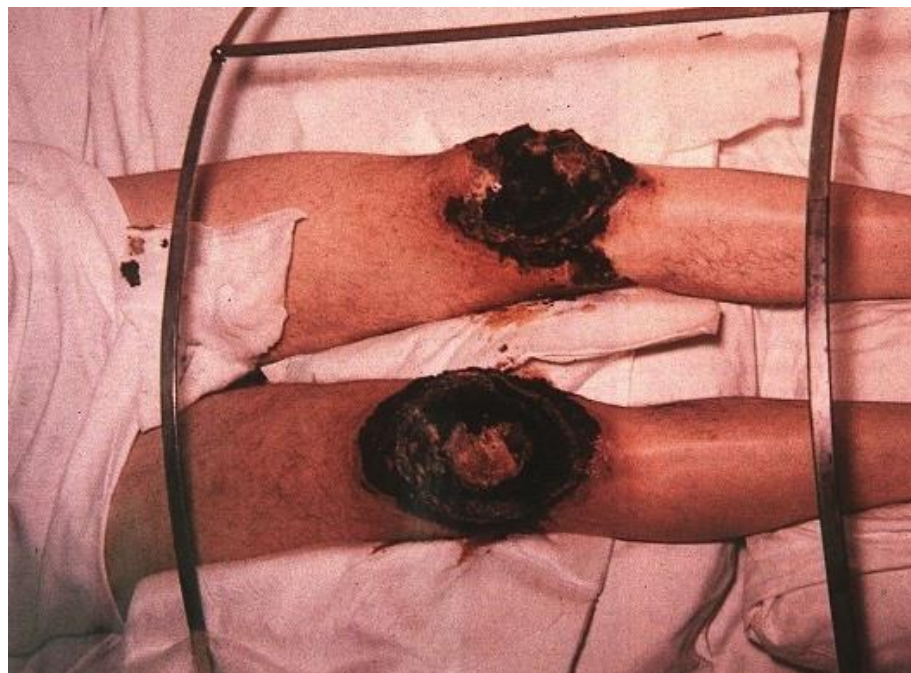


CORROSIVE



FLAMMABLE

COSHH



Cement Burn


















Chemical Burn



Acid Burn

COSHH Assessment Sheet

Material/Process POLYESTER RESIN		Main A164	Sub	IPC	Assessment 100845
Supplier AUTOMOTIVE BODYFILLERS LTD		Keyword Polyester Resin	MEDIUM HAZARD		Hazards  FIRE HAZARD  HARMFUL
Address Unit 8, Zan Industrial Park Crewe Road, Wheelock Sandbach, Cheshire CW11 0PR 01270 766685		Date 16/06/2004	LIQUID		
Health Exp Limit Styrene 430mg/m3 TWA 1080mg/m3 STEL MEL		Risk Assessment 3		Activity Comments	
<p>FLAMMABLE</p> <p>HARMFUL BY INHALATION</p> <p>IRRITATING TO EYES</p> <p>IRRITATING TO SKIN</p> <p>MAY BE HARMFUL IF INGESTED IN QUANTITY</p> <p>Do not breathe in vapour</p> <p>When using do not eat, drink or smoke</p> <p>Avoid contact with skin and eyes</p>		<p>Method Hand applying</p> <p>Area Inside Well Ventilated</p> <p>Exposure Time 1/2 to 2 hours daily</p>		<p>Use RPE as an interim pending monitoring, or for one-off tasks. If LEV used, monitor to verify that it controls to below the OEL</p>	
Spillage		Control Measures Assessments are © Sygol Limited and must not be sold or passed on to third parties.			
<p>VENTILATE AREA AND EXCLUDE ALL SOURCES OF IGNITION</p> <p>DO NOT ALLOW SPILLAGE TO ENTER MAINS DRAIN/SEWERS/WATER COURSES</p> <p>WEAR POLYTHENE GLOVES</p> <p>WEAR EYE GOGGLES (GRADE 3) IF SPLASH LIKELY</p> <p>WEAR RPE WITH ORGANIC FILTER (A)</p> <p>WEAR PROTECTIVE CLOTHING IF WHOLE CONTAINER IS SPILT</p> <p>ABSORB IN SAND OR INERT ABSORBENT MATERIAL</p> <p>COLLECT INTO A CONTAINER, CLOSE LID</p> <p>DISPOSE OF FOLLOWING SUITABLE SITE PROCEDURE OR SEEK L.A. GUIDANCE</p>		 COVER SKIN AVOID SKIN CONTACT  PROTECT HANDS POLYTHENE  EYE PROTECTION IF SPLASH LIKELY  GENERAL VENTILATION  VENTILATION LEV OR  DISPOSABLE EN405 FFA2  NO SMOKING EATING OR DRINKING  WASH BASIN WASH AFTER USE  CHANGING IF SOILED  DISPOSAL FLAMMABLE AND HARMFUL			
First Aid		Considerations		<p>If using engineering controls or non-disposable RPE, ensure maintenance (Reg 9). Contains styrene, consider monitoring (Reg 10) and urine checks (Reg 11.)</p>	
<p>INHALATION - REMOVE TO FRESH AIR AND REST</p> <p>AFTER A SIGNIFICANT EXPOSURE CALL FOR MEDICAL ASSISTANCE IMMEDIATELY</p> <p>INGESTION - DO NOT INDUCE VOMITING</p> <p>INGESTION - GIVE PLENTY OF WATER IN SIPS</p> <p>IF FEELING UNWELL CONSULT YOUR DOCTOR IMMEDIATELY</p> <p>EYE - IRRIGATE WITH WATER FOR AT LEAST 15 MINUTES</p> <p>SKIN - WASH WITH SOAP/CLEANSER AND RINSE WITH PLENTY OF WATER</p> <p>IF IRRITATION PERSISTS THEN CONSULT A DOCTOR</p>		 MAINTENANCE  MONITOR EXPOSURE LEVEL  URINE TEST			
Fire		Safety Data Sheet Reference			
<p>ISOLATED SMALL SCALE FIRE:</p> <p>WATER SPRAY - CARBON DIOXIDE - POWDER - FOAM</p> <p>DO NOT USE WATER JET</p> <p>LARGE FIRE: EVACUATE AREA, CALL FIRE BRIGADE OR FOLLOW SITE PROCEDURE</p> <p>WEAR SELF CONTAINED BREATHING APPARATUS</p> <p>TOXIC FUMES ARE PRODUCED WHEN SUBSTANCE IS INVOLVED IN A FIRE</p>		CHIP SDS Undated			
This assessment was compiled by Sygol Limited from Suppliers Data Sheets. Safety in the use of an assessment is the responsibility of the user.				Printed 01/06/2005 100845 Page 1 / 1	

Leptospirosis (Weils Disease)

What is Weils Disease?

- This serious, occasionally fatal, infection can be transmitted to humans by contact with rats urine

What are the symptoms?

- Flu like symptoms and persistent headache

How can I catch it?

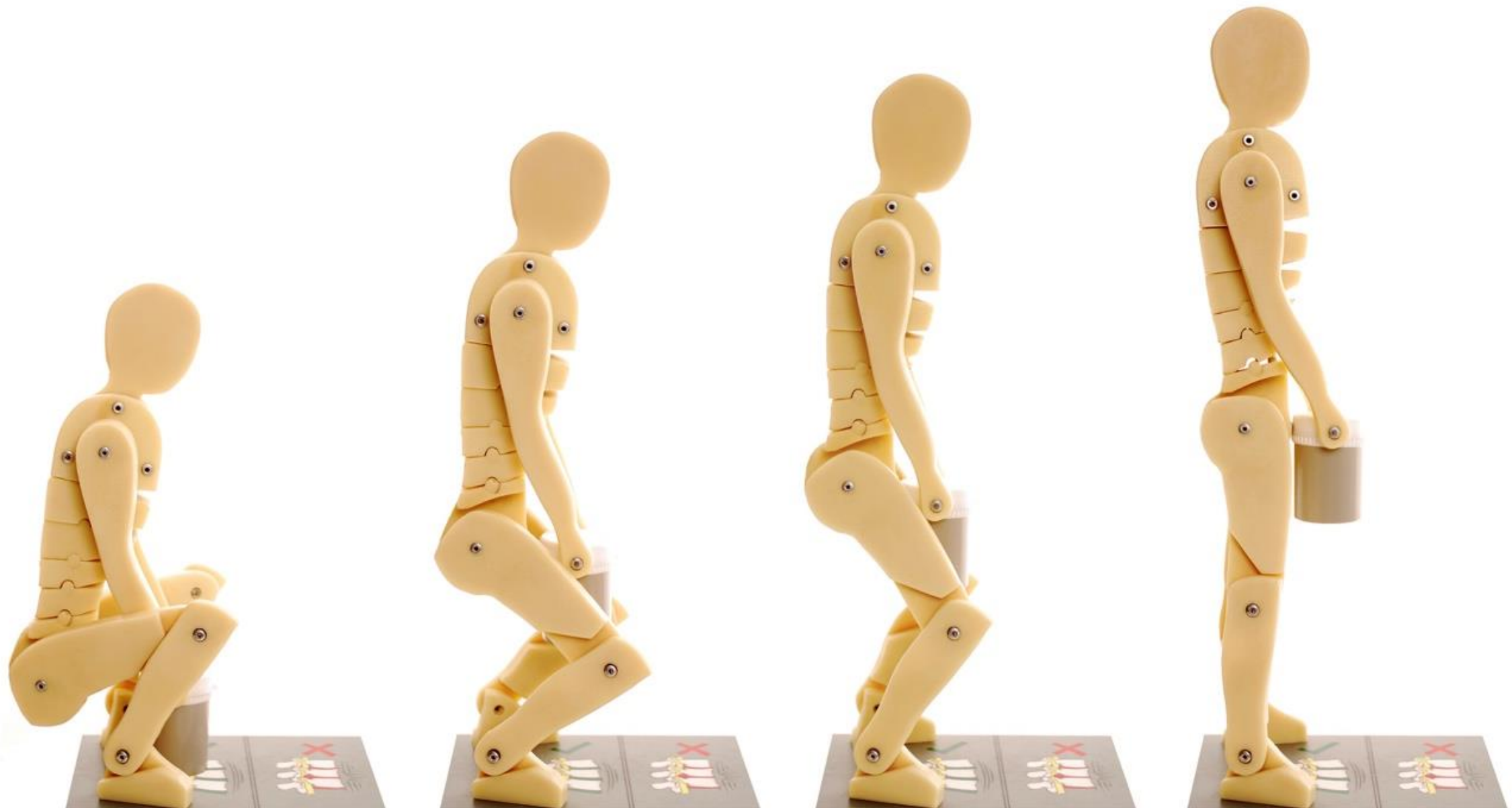
- Cuts and scratches
- Contaminated water

How can I prevent it?

- Washing hands
- Covering open wounds



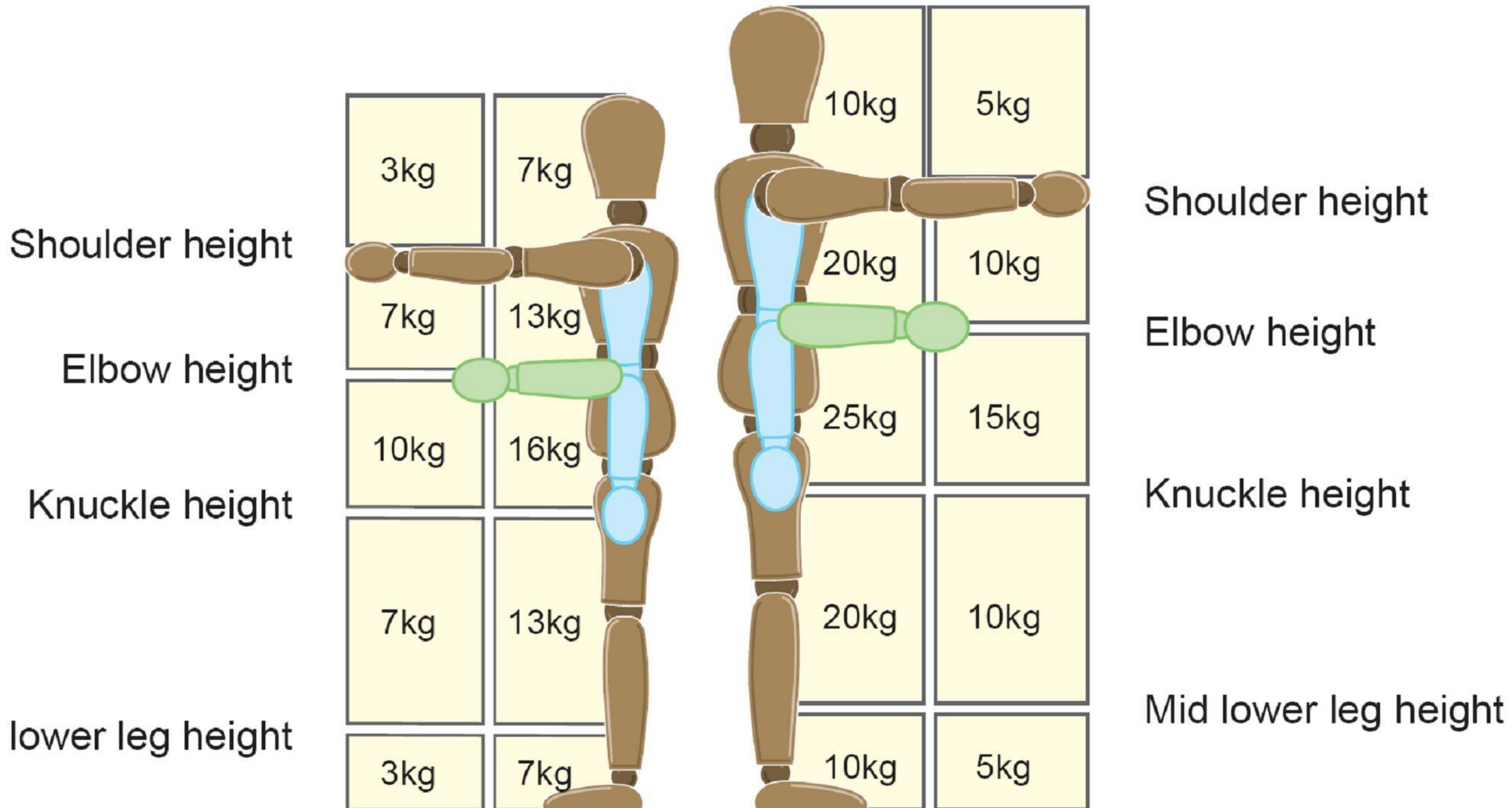
Manual Handling Basics



Manual Handling Basics

Women

Men



Manual Handling Assessment

- Be aware of climatic conditions
- Assess the weight of the object you are lifting
- Consider its size
- Respect your age, ability and medical history
- Check special PPE required (such as gloves)
- Special training required

HAVS Hand Arm Vibration Syndrome



Hand Tools Max Daily Use

Hilti TE 75



14 m/s² 19 mins

Circular saw Makita 9"



2.5 m/s² 10 hours

Petrol partner saw K650



8.9m/s² 48 minutes

Rock Drill Atlas RH 572E



45 minutes

Bosch CWS9-125 5" grinder



2.5m/s² 10 hours

Bosch jigsaw



2.5 m/s² 8 hours

Hand Tools Max Daily Use

CP9



12 m/s² 20 mins

Electric poker unit



2 hours

Needle gun NG5



5.12m/s² 2 hours 23 mins

3" petrol poker unit



12.2 m/s² 25 minutes

Pole scabbler



45 minutes

Single head scabbler MD S1



2.5 m/s² 8 hours

Personal Protective Equipment (PPE)

The minimum on this project is:

- Safety helmet (correctly worn, chin strap as required)
- High visibility sleeved / ½ sleeved vest, T- shirt or jacket
- Safety boots (steel toe cap and mid-sole protection)
- Long trousers (No shorts or cut offs allowed)
- Gloves approved and suited to your trade
- Approved Light Eye protection

**THIS MINIMUM LEVEL OF PPE IS
COMPULSORY FOR ALL AREAS OF
THE SITE**

Eye Protection



**Light Eye Protection is Mandatory for Everybody on Site
at ALL Times**

**ALWAYS Wear Eye Protection Which is Suitable for the
Task You are Doing – If you are Unsure Ask Your
Supervisor**

Hand Protection



ALWAYS Wear Hand Protection Which is Suitable for the Task You are Doing – If you are Unsure Ask Your Supervisor

Emergency Evacuation Procedures

- Raise the alarm first
- Only if competent, try to extinguish the fire (never put yourself at risk)
- Leave your work area, proceed to assembly point
- Fire marshals will clear area
- Return only when instructed



A fire action sign with a blue header and a red footer. The header contains a blue exclamation mark icon, the title "Fire action", and three numbered instructions: 1. Operate the nearest fire alarm. 2. [Redacted] must call 999. 3. Only tackle the fire using the correct extinguishers and without taking risks. Below the header is the text "When the fire alarm sounds:" followed by three numbered instructions: 1. Leave building by [Redacted] exit. 2. Make sure all doors are closed. 3. Go to the fire assembly point at: [Redacted]. The footer contains a red prohibition sign and three instructions: Do not collect personal belongings. Do not return to the building. Do not use the lifts.

Fire action

1. Operate the nearest fire alarm.
2. [Redacted] must call 999.
3. Only tackle the fire using the correct extinguishers and without taking risks.

When the fire alarm sounds:

1. Leave building by [Redacted] exit.
2. Make sure all doors are closed.
3. Go to the fire assembly point at:
[Redacted]

Do not collect personal belongings.
Do not return to the building.
Do not use the lifts.





Who to Contact

Speak to the person at risk first

- -Inform a Supervisor
- -Inform a Line Manager
- -Inform the H&S Coordinator or Supervisor
- -Inform the site Safety Manager

If these people cannot assist, then ring one of the members of your safety leadership team whose phone numbers you will find displayed on a poster on the site notice board.

Accident Reporting

- All major and minor accidents must be reported to the site office
- Inform your Supervisor
- All near misses must be reported to your Supervisor or Line Manager, who will enter it in the near miss book
- By reporting near misses, lessons can be learnt and help to avoid future accidents



First Aiders

These can be identified on site by the green sticker on their helmet



First Aid Arrangements



First Aid kits are located
within the site offices



-
- Only qualified First Aiders can administer First Aid
 - All First Aid given must be recorded in the accident book and supervisors must report each occurrence
 - All accidents to be reported promptly

Welfare Facilities

Good quality, well maintained welfare facilities will be provided for all people working on site



Please don't abuse them
No eating on site - Use the canteens

Environmental Awareness

- Prevent contamination through:
 - Correct use of drip trays / refuel points
 - Pumping to approved points
 - COSHH storage / disposal
 - Housekeeping/maintenance
 - Appropriate use of spill kits
- Minimise dust on site through:
 - Wetting down of haul roads
 - Observing site speed restrictions



Environmental Awareness

- Waste
- Reduce, re-use, recycle
- Separate waste as appropriate
- Minimise wastage
- Dispose of litter
- COSHH assessments from stores
- Safe disposal of COSHH empties
- Always wear appropriate PPE
- Assess work area (confined space?)



Communication

- Daily work activity briefing
- Toolbox talks
- Health and Safety committee
- Notice boards



What we have Covered

- Introduction to your Site
- Health & Safety
 - Site wide hazards
 - Zone hazards
 - Site rules
 - Safe working practices
 - Access Routes
 - Emergency procedures
 - Accident Reporting
- Environmental Awareness
- Communication



Key Messages

NEVER ENTER AREAS WITHOUT AUTHORISATION

IF YOU CAN'T DO IT SAFELY, DON'T DO IT

DON'T WALK BY

IF IN DOUBT.... ASK

YOU HAVE A VOICE, WE WILL LISTEN

Safety Induction Test

INSERT PROJECT NAME HERE

INDUCTION QUESTIONNAIRE

If you have difficulties with grammar make this known.

This questionnaire must be completed after this induction

- You will be awarded 5 points per question or a percentage of
- You must gain a score of 60
- If a score of 60 is not achieved, you will be denied access to site
- The Project Manager or Construction Manager must be consulted if this occurs and will make a decision as to whether access is granted

NO	QUESTION
1	Where is the muster point
2	Name the Project Manager
3	Name 2 of the Health and Safety cultural standards
4	Name 2 site hazards present on this project
5	What is method of access control is used on this project
6	Name 3 site rules
7	Why are radios banned on site
8	What information should you have read before starting work
9	Name 2 types of permit
10	How would you tell who is a slinger/signaller
11	Who is permitted must to erect an aluminium tower
12	What is the safe voltage of site power tools
13	How would you recognise a First Aider
14	Name 3 types of hot works
15	What does COSHH stand for
16	What is the common name for leptospirosis
17	What is the safe maximum load for a single person to lift
19	Name 3 types of PPE other than helmet/boots/vest
20	What determines the type of eye protection you should wear