

# SITE INDUCTIONS





A site induction might contain all or many of the following elements as they apply to your situation:

- A general orientation tour of the facility, which would include information on the location of utilities and services, and emergency exits with relation to the location where the works are to be carried out.
- Explanation of building security procedures i.e. notification that all staff are to report to a specified person/site when they commence work and when they leave the premises and an issue of 'visitor' ID if appropriate.
- Providing a list of phone numbers and emergency contact details of all appropriate personnel in your organisation.
- Providing the location and contact details of the nearest medical facilities and hospitals.
- Providing the contractor and employees with information that details any hazards specific to the site of work to be carried out.
- Providing the contractor with a list of the locations and the types of firefighting equipment close to the site of the intended works.
- Making clear that the contractor is not to carry out any work for which the workforce is not qualified to do.
- Providing the contractor a copy of your Emergency Plan and associated procedures including how to identify your wardens – make sure their authority to control and the need to comply with their directives is understood.
- Providing information to the contractor with the locations of first aid stations, Automatic External Defibrillators (AEDs) and trained First Aid Officers and instructions on how to seek treatment.
- Indicate the locations of amenities (toilets, drinking water) throughout the building.
- Making sure the contractor is aware of the appropriate codes of behaviour, dress, language and harassment.
- Asking about workplace consultation, for example whether there is an elected Health and Safety Representative (HSR) for the worksite. If there is, you will need to know who this person is – make sure they know how to contact you or your HSR at all times.

- Introducing this person to your HSR.
- Making available and ensuring compliance with your policy on the use of signage and of safety barriers.
- Requiring information from the contractor on whether all persons on the site under their control are able to understand English without the aid of a translator.
- Explaining and providing information on how to report all injuries and incidents to supervisors.
- Establishing and documenting routes and means for safe delivery of materials to the worksite, and rules for the safe movement of any plant and equipment to and from and around the site.
- Establishing the need for, and nature of, any barricades necessary to separate work areas from general access areas.
- Establishing with the contractor which tasks you will require a Safe Work Method Statement (SWMS) for and who will need to submit the SWMS.
- Handing over to the principal contractor, copies of any safety reports concerning the location where the works will be carried out, especially any safety reports that may have been prepared by the designers, architects or engineers of the works.

Many contractors working in the facility under the authority of the PCBU may be long term contractors, such as cleaners, who come onto site daily over many years. Occasionally the personnel will change, although the contractor remains the same. As the PCBU, or Officer of the PCBU, you will need to be vigilant that the contractor or their supervisor has communicated sufficient information about the site and its systems and procedures to the new personnel to enable them to be aware of all hazards, and to react correctly in an emergency situation. Occasionally, the work supervisors will change. You will need to make sure that new supervisors are also given a site induction and a copy of all the information you require them to have.

