

Site induction record

What they were actually told. Site induction is not a task briefing — the last section asks whether that has happened.

The value of an induction is the part that is true of this site and no other. Write the site-specific hazards in rather than relying on the printed list, and do not let anybody start work on the strength of this alone.

SITE	NAME	EMPLOYER
TRADE / ROLE	INDUCTED BY	DATE AND TIME

CHECKED BEFORE ACCESS

	SEEN	N/A
Identity	☐	☐
Card or ticket held — type and expiry recorded below	☐	☐
Task-specific tickets where the work needs them	☐	☐
Right to work, where this contractor is the employer	☐	☐
Health declaration or fitness for the work, where required	☐	☐
Emergency contact taken	☐	☐
	☐	☐
	☐	☐
	☐	☐

CARDS AND TICKETS SEEN

Type — number — expiry	
Type — number — expiry	
Type — number — expiry	

COVERED IN THE INDUCTION

	COVERED
The project, who is who, and who to go to	☐
Site boundaries, access, parking and pedestrian routes	☐
Traffic management and segregation from plant	☐
No-go areas and areas requiring a permit	☐
Site rules, including PPE, phones and prohibited practices	☐
Welfare facilities and their location	☐
Smoking, drugs and alcohol policy	☐
How to report a hazard, a defect or a near miss	☐
Housekeeping and waste	☐
Environmental requirements and neighbours	☐
Working hours and noise restrictions	☐
	☐
	☐
	☐

SITE-SPECIFIC HAZARDS COVERED

The live overhead line, the fragile roof, the one-way access after ten. This is the part people listen to.

EMERGENCY ARRANGEMENTS

	COVERED
What the alarm sounds like and how to raise it	☐
Escape routes from their work area	☐
Muster point, and that nobody leaves it until told	☐
First aid — who and where	☐
Nearest hospital, and how to get there	☐
What to do if they find somebody injured	☐
Rescue arrangements where work at height or confined space applies	☐
	☐
	☐

BEFORE STARTING WORK

An induction is not a task briefing. This is the line that catches the gap.

	CONFIRMED
RAMS for their own task briefed to them, by their own employer	☐
Permits identified for their work	☐
They know who supervises them on this site	☐
They have been told to stop and ask if anything is different from the RAMS	☐

CONFIRMATION

PERSON'S SIGNATURE	DATE
INDUCTED BY	DATE
INDUCTION VALID UNTIL	RECORD HELD AT