



HS05: Site induction

Contract/Job Name	Somerton Car Wash, Newport
Contract/Job Number	Garage Demolition, Cromwell Rd, Newport

1 Introduction

- This document gives a checklist as to the general content of the Site Induction which the Organisation will present to all personnel before they commence work on any site.
- The Site Induction conveys important information regarding the site, the working methods and health and safety.
- Site Induction is a legal obligation required under the Management of Health & Safety at Work Regulations (NI) 1999. It is vital that it is conducted for all staff on every site as it has been found that new arrivals are statistically the most likely to be injured and that injury occurs soon after starting work.
- All personnel will be required to attend a Site Induction before commencing work and will be required to sign a register to confirm that they attended the induction and will abide by the policies, procedures, methods and rules of the Organisation.
- This list is NOT comprehensive. Other topics, not covered here may be required to be added to ensure it is site specific

2 Welcome

- Outline details of the project/contract including start date, completion date, sequence of works, end-use and type of construction.
- Explain the purpose of the induction, why it is important and how long it will last i.e. approximately one hour.
- Inform inductees that by the end of the induction, they should know:
 - The site safety rules
 - What is being built and who is involved
 - Safety procedures and layout for the site
 - The risks on this project
 - Accident causes and reporting procedures
 - Health and Safety Duties
 - Minimum Personal Protective Equipment
 - Where the welfare and First Aid facilities are located
 - Any specific viral pandemic measures in place when and if relevant
- Inform personnel of the Site Manager/Foreman for this site.
- Inform personnel of other key personnel.

3 Site details

- Explain site access, site security and passes (if applicable) and parking arrangements.
- Give hours of work.
- Indicate any restricted areas.
- Give details of any factors which may increase risks e.g. vicinity to schools, public, water, roads, railways, holes.
- Give information regarding previous use of site, in particular, collapse, hazardous substances, buried gas or electric services.
- Give details of any pandemic at risk group e.g. vulnerable persons such as client

4 Welfare facilities

- Give location of welfare facilities including toilets, canteen, changing, washing and drying facilities and give any restrictions on use e.g. smoking area or pandemic measures.
- Make it clear to all personnel that absolutely no drugs and alcohol will be tolerated on site.
- Allow regular breaks for hand washing.

5 Major Risks & Specific Activities

- Focus on any activities being undertaken currently on this specific site which pose a hazard to personnel such as work at heights, lifting, vehicles, equipment and plant.
- Give details of any major risks pertaining to the specific site.

6 Accidents

- Explain that all accidents, incidents and "near misses", even if minor, must be reported to the Site Manager/Foreman immediately in order to be recorded in the Accident Book or on the Accident & Incident Record (HS21).
- Explain that the law requires certain incidents to be investigated and that employees/contractors are required to co-operate with these.
- During a pandemic explain that any worker who has been diagnosed with the virus, and there is reasonable evidence it has been caused by occupational exposure, will be reported as a case of the disease.

7 Attendance register

- Explain that all personnel, contractors, visitors MUST sign the attendance register upon arrival at the site and that everyone must also sign out when they leave.
- Explain that all operatives have responsibility not to allow unauthorised persons or members of the public on site and that anyone noticing unauthorised persons on site must notify the Site Manager/Foreman immediately.
- During a viral pandemic alternative sign in and out procedures will be put in place, which may include one way flow of entrance and exit to site. Wash your hands as soon you arrive on site and again as you leave (as well as regularly throughout the day as per NHS guidelines).

8 Fire

- Identify who is responsible person under Fire legislation and Code of Practice.
- Explain the fire procedure.
- Explain which permits-to-work are required for hot works.
- Identify where the fire extinguishers, muster points and fire exit routes are. Explain the importance of not obstructing any of these.
- Identify who is trained to use any fire-fighting equipment.
- Explain that all operatives have a duty to inform the site manager/foreman of any fire immediately.
- Outline how re-entry to the site will be organised in the event of an evacuation.

9 First aid

- Identify the "first aiders".
- Inform personnel where the first aid box(es) are located.
- Inform personnel of the nearest hospital.
- Inform operatives that they must inform their supervisor if they are taking any prescription drugs or suffer from any medical condition.
- Inform operatives that they must inform their supervisor if they are classified as a vulnerable group during a pandemic or if they live with someone who is shielding.

10 Health and safety policy

- Explain that all personnel are expected to take responsibility for the health and safety of themselves, their colleagues and the public and that they are to assist in implementing and working within the limits of the Organisation's Health and Safety Policy.
- Ensure personnel are aware of the risks posed to their own health on the site e.g. manual handling, dust, concrete, noise, vibration and the measures and controls in place to minimise these risks.
- Explain that conduct must comply with the Organisation's Health & Safety Policy and Site Rules at all times.
- Explain that if personnel have any concerns, they should address them to their own supervisor, the site manager/foreman or a nominated safety representative if applicable.
- Ensure that personnel have a clear understanding of the work that they are undertaking and are familiar with any Method Statements and Risk Assessments that apply.
- Ensure that all personnel are aware that random safety checks will be carried out to ensure that Health & Safety Policy, Site Rules and Method Statements are adhered to.
- Ensure all personnel are aware of the hazards their work might pose to others, the hazards they may be exposed to and the controls that are in place.
- Explain which permits-to-work will be issued.

11 Ladders

- Ensure all operatives are told not to use and to report any damaged ladders.
- Remind operatives to only rest ladders against solid surfaces and not on any fragile or insecure material.

- Inform personnel that ladders must be footed and/or tied.
- Inform personnel that they must fully extend ladders and lock them into position before using them.
- Remind personnel not to overreach while using a ladder.
- Inform personnel not to use metal ladders or timber ladders with metal reinforcements in the vicinity of live electrical services and point out areas on site where this applies.
- Remind operatives to only use ladders only at 75° (4 up: 1 out).

12 Plant and equipment

- Make it clear that no-one is permitted to operate any plant or equipment unless they have relevant training and have been authorised to do so by the site manager/foreman.
- Instruct personnel not to ride as a passenger on any plant vehicle unless there is a specifically designed passenger seat.
- During a pandemic explain to workers that they should not share their tools or plant with anyone and that they should be cleaned with appropriate cleaning and disinfecting products after usage or end of shift.
- During a pandemic do not share vehicles or cabs. If this is not practicable, use a fixed pairing system of people and with the minimum number of people at any one time. Ensure operatives wash hands for 20 seconds using soap and water or hand sanitizer if soap and water are not available before entering and getting out of the vehicle. Make sure vehicles are well ventilated, maximising distance between people and individuals facing away from each other may help to reduce the risk of transmission. Vehicles used by different operators should be cleaned between journeys and objects/surfaces disinfected using gloves and standard cleaning products. Provide hand sanitizer (minimum 60% alcohol based) for getting in and out of vehicle. Face coverings are recommended to be worn in the workplace (including in vehicles) and available from the Organisation where; social distancing isn't always possible, in an enclosed space, where workers come into contact with others they do not normally meet.

13 Roof work

- Make it clear that no-one is permitted to access roofs except those persons specifically authorised by the Site Manager/Foreman.
- Remind operatives that mobile tower scaffolds must only be used with wheels locked and only be moved when empty.

14 Personal protective equipment (PPE)

- Explain that hard hats, safety shoes/boots and hi-visibility vests must be worn at all times on site.
- Explain what specific tasks may also require additional PPE – and that operatives must also make sure they make use of the PPE provided - this may include ear protection, masks, gloves, goggles, harnesses etc.
- Explain that PPE will be provided both to employees and limb (b) workers free of charge if a Risk Assessment indicates that they are required.
- During a pandemic, face coverings are recommended to be worn in the workplace and available from the Organisation (which may include welfare and changing facilities, site offices or meeting rooms) where; social distancing isn't always possible, in an enclosed space, where workers come into contact with others they do not normally meet. A face covering is not the same as a face mask, nor the same as the PPE used to manage risks like dust and spray in construction. It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk.
- Explain to workers that during a Covid-19 outbreak they must use any additional PPE as instructed and do not share it. Any disposable PPE should be immediately properly disposed after use in the bins provided so it cannot be reused and then wash hands. Reusable PPE should not be shared, must be cleaned after use, and when finished with it, wash hands to stop any cross contamination.

15 Scaffolds

- Explain that only operatives holding a relevant training certificate and who have been authorised to carry out this work by the site manager/foreman are permitted to erect, alter or dismantle scaffolding.

16 Specific activities

- Focus on any activities being undertaken currently on this specific site which pose a hazard to personnel such as work at heights, lifting, vehicles, equipment and plant.

17 Tidiness

- Explain that all operatives are expected to tidy up after themselves and to take responsibility for ensuring the site is kept clean and tidy.

18 Traffic

- Inform operatives of site speed limit.
- Inform operatives of rules regarding reversing.
- Explain importance of keeping pedestrians and vehicles separate.

19 Site rules

- Explain that most of the information contained in this Site Induction is also detailed in the Site Rules.
- Explain why the Site Rules are important e.g. legal requirements, industry accident statistics, accident prevention, personal responsibility, avoiding the spread of illness etc.
- Explain where the Site Rules will be displayed.
- Distribute a copy to each inductee.

20 Site induction register

- Explain that all personnel must sign the Site Induction Register to confirm they attended the induction, that they understand what they have been told and that they agree to comply with the Site Rules.
- Ask if anyone has any questions.
- Thank everyone for attending and distribute Site Rules and/or Induction Booklet and/or helmet sticker.
- Ask anyone who is under 18 to stay after the induction in order to ensure "young persons" risks can be assessed.

21 Pandemic - additional measures

- Explain the following critical measures that will be in place during a viral pandemic and that they must adhere to them, otherwise they will be asked to leave site.
- Workers should not come to work if they have any symptoms of the virus or have received a positive virus test result.
- Explain to workers that they must wash their hands on arrival on site and exit of site.
- Explain that if they feel unwell at work, tell a supervisor or manager immediately and avoid touching anything. Then follow the NHS guidelines.
- Inform workers that to reduce the spread of the virus they should undertake regular hand washing for 20 seconds with soap and water and if this is not available, use hand sanitiser (minimum 60% alcohol based). They should use the bins provided for hand towels. They should wash hands on arrival at site, and when they arrive home, after they blow their nose or cough or sneeze, before they handle food/eat and after they have used the toilet.
- Remind workers that wearing of gloves is not a substitute for good hand washing.
- Make it clear to workers they must respect the 2m rule and operate at a safe distance at all times. Where the 2m rule is not practicable and as agreed with line management, operatives should maintain a social distance of "one metre plus" provided that mitigation measures are in place to reduce the risk of transmission e.g. operatives should work side by side or facing away from each other, use appropriate PPE as advised and use screens to create a physical barrier between people where appropriate and keep areas well ventilated. For operatives working in close proximity, fixed, consistent pairings of people who carry out their duties together in a team will be created.
- Communicate that face coverings are recommended to be worn in the workplace and available from the Organisation where; social distancing isn't always possible, in an enclosed space, where workers come into contact with others they do not normally meet.
- Request operatives keep all working areas well ventilated.
- Explain that restrictions are in place on the number of people who can access the toilet and welfare facilities at one time. Again remind workers to practice the safe social distance of 2m at all times should they need to queue and when using the facilities.
- Inform that all non-essential visitors are not allowed on site.
- Explain that site meetings will be kept to a safe minimum and that attendees should stand 2 metres apart from each other and that they be conducted outdoors/in open areas if possible
- Explain that start and finish times on site may be staggered to reduce congestion at site entrance and exit and contact times. Explain that where public transport is the only option for workers, the site will consider: changing and staggering site hours to reduce congestion on public transport and so workers can avoid using public transport during peak times (05:45 - 8:15 and 16:00 - 17:30). Remind operatives that face coverings are recommended to be worn on all types of public transport during a pandemic.
- Instruct workers to take lunch separately well away from colleagues. Explain that workers should stay on site and not go to local shops and that they should bring a pre-prepared lunch and drink.
- Explain to workers that they take extra breaks to regularly wash their hands.
- Explain that they should not sign any documents that can otherwise be digitally signed. Advise that they should not share phones/tablets/pens etc.
- Advise not to share their tools or plant as far as possible. Request all equipment is cleaned and disinfected using appropriate cleaning products at the end of each shift or when changing user or operators. Remind workers that wearing of gloves is not a substitute for good hand washing.

- Explain that vehicles used by different operators should be cleaned between each journey and objects/surfaces disinfected particularly in areas of high use such as handles, switches and buttons using appropriate cleaning products and methods. Vehicles should be kept well ventilated at all times.
- Explain that workers should not share vehicles or cabs, where suitable distancing cannot be achieved. This includes travelling to site. If this is not possible, journeys should be shared with the same individuals e.g. use a fixed pairing system of people and with the minimum number of people at any one time. Explain that workers must wash their hands for 20 seconds using soap and water or hand sanitizer if soap and water are not available before entering and getting out of the vehicle. Making sure vehicles are well ventilated (i.e. keeping the windows open) workers face away from each other, wearing face coverings is recommended and maximising the distance between people may help to reduce the risk of transmission. Vehicles used by different operators should be cleaned after each journey and objects/surfaces disinfected using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. Provide hand sanitizer for getting in and out of vehicle.
- Explain that increased cleaning of welfare facilities will be undertaken to minimise the spread in communal areas and at touch points.
- Inform workers that should use all PPE as instructed and dispose of them properly, especially disposable face masks and gloves then that they should wash their hands immediately to stop cross contamination.
- Communicate Government guidance on social distancing refers to "one metre plus", defined as two metres or one metre with risk mitigation measures in place, where two metres isn't viable. Explain that close working should not be carried out during a viral pandemic unless impracticable. If essential explain that the Organisation will 1) Plan all other work to minimise contact between workers. Ensure any time spent closer than two metres will be kept to an absolute minimum. Create consistent pairings of people who carry out their duties together in a team during an outbreak (so each person works with only a few others) 2) Encourage the practice of good hand hygiene behaviours. 3) Recommend the wearing of face coverings and explain to workers that reusable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so it cannot be reused. 4) Increase ventilation in enclosed spaces if possible. 5) Use stairs instead of lifts/hoist. If this isn't possible, where lifts and hoists are used their capacity will be lowered to reduce congestion and contact at all times and touchpoints regularly cleaned. 6) Use screens to create a physical barrier between people where appropriate. 7) Making sure people face away from each other or side by side.
- Advise operatives to avoid non-essential trips within buildings and sites and where in place, observe the one way flow routes through buildings.