

## Site Specific Health and Safety Inductions

### Background

Site inductions are delivered across the UK every day with the objective of briefing the workforce on the health, safety and environmental aspects of the construction project they are about to work on.

A **good** site induction will:

- Inform everyone working on the project of current and forthcoming activities
- Set out any site specific rules and requirements
- Clearly identify particular hazards and risks
- Confirm expected behaviours on site
- What to expect from site management

A **great** site induction will provide all this information and motivate the workforce to behave appropriately on site and contribute to improving health and safety practices across the industry.

Build UK members support this guidance note as recognised best practice for the delivery of consistent site inductions.

### Presentation

Good delivery of site inductions is vital. Construction workers attend many inductions and need to be engaged to ensure they understand the site-specific issues.

Each induction should:

- Be delivered in a clear and engaging way by an individual with suitable knowledge and experience of the site
- Be concise and relevant to the project
- Deliver the information people need to work safely and effectively
- Be given to everyone working within the site boundary including the site office staff
- Relevant to the audience, i.e. escorted visitors may require a shorter induction

Inductions should **not** be:

- Considered as health and safety training
- A marketing opportunity
- Boring!

### Document Check

Site inductions are also the ideal opportunity to check that individuals hold a card, carrying the CSCS Logo, for the construction occupation they are undertaking on site, along with any other additional training or card required in accordance with the Build UK Training Standard.

Smartcards can be checked using a card reader or the CSCS app. All cards issued by CSCS are now Smartcards and other card schemes that carry the logo are following suit. The cards can also be checked online at <https://www.cscs.uk.com/> or by telephone on 0344 994 4777.

T: 0844 249 5351  
E: [info@BuildUK.org](mailto:info@BuildUK.org)  
W: [BuildUK.org](http://BuildUK.org)  
 [@BuildUK](https://twitter.com/BuildUK)

## What should a site induction cover?

The following checklist should be used:

|                                  |  |
|----------------------------------|--|
| <b>Project details</b>           | <ul style="list-style-type: none"> <li>❖ What is being constructed</li> </ul>  |
| <b>Project expectations</b>      | <ul style="list-style-type: none"> <li>❖ The overriding health and safety message, e.g.               <ul style="list-style-type: none"> <li>○ <i>Everyone going home safely at the end of each day</i></li> <li>○ <i>Not damaging their health</i></li> <li>○ <i>Behaviour expected</i></li> </ul> </li> <li>❖ PPE requirements</li> <li>❖ Any golden rules</li> <li>❖ Reward and recognition scheme details</li> </ul>                   |
| <b>Site set-up</b>               | <ul style="list-style-type: none"> <li>❖ Site lay out:               <ul style="list-style-type: none"> <li>○ <i>Access routes</i></li> <li>○ <i>Delivery routes</i></li> <li>○ <i>Restricted areas</i></li> <li>○ <i>Storage areas</i></li> <li>○ <i>Welfare facilities</i></li> </ul> </li> </ul> <p>A site map or visit may be appropriate at this point</p>  |
| <b>Who's who on the project</b>  | <ul style="list-style-type: none"> <li>❖ Who is in charge</li> <li>❖ Who to report any HS&amp;E concerns to</li> <li>❖ Arrangements for inexperienced and young workers</li> <li>❖ Where to find the project team</li> </ul>   |
| <b>Individual responsibility</b> | <ul style="list-style-type: none"> <li>❖ Expect everyone to work in accordance with the information provided</li> <li>❖ To follow agreed Risk Assessments and Method Statements</li> <li>❖ To look out for their fellow workers</li> <li>❖ To stop work and report any concerns</li> </ul>   |
| <b>Site specific information</b> | <ul style="list-style-type: none"> <li>❖ High risk activities that day or week</li> <li>❖ Any particular hazards:               <ul style="list-style-type: none"> <li>○ <i>Asbestos, dust, contaminated land etc.</i></li> <li>○ <i>Confined spaces</i></li> <li>○ <i>Proximity of water</i></li> <li>○ <i>Underground or over ground services</i></li> </ul> </li> <li>❖ Other contractors on site</li> <li>❖ Local community</li> </ul> |

|  |   |
|--|---|
| <p><b>Accidents and incidents</b></p>  | <ul style="list-style-type: none"> <li>❖ All near misses, incidents, accidents and unsafe conditions must be reported to: <ul style="list-style-type: none"> <li>○ <i>Supervisor</i></li> <li>○ <i>Site management</i></li> <li>○ <i>Own employer</i></li> </ul> </li> <li>❖ Complete accident book</li> <li>❖ Complete any site specific forms</li> </ul>  |
| <p><b>Emergency procedures</b></p>     | <ul style="list-style-type: none"> <li>❖ What to do in the event of: <ul style="list-style-type: none"> <li>○ <i>Accident</i></li> <li>○ <i>Fire</i></li> <li>○ <i>Any other incident</i></li> </ul> </li> <li>❖ Location of: <ul style="list-style-type: none"> <li>○ <i>Alarms</i></li> <li>○ <i>Fire extinguishers</i></li> <li>○ <i>First aid personnel and equipment</i></li> <li>○ <i>Site exit routes</i></li> </ul> </li> </ul> |
| <p><b>Further information</b></p>      | <ul style="list-style-type: none"> <li>❖ Arrangements for: <ul style="list-style-type: none"> <li>○ <i>Task specific briefings</i></li> <li>○ <i>Tool box talks</i></li> <li>○ <i>Any significant changes on site</i></li> </ul> </li> </ul>  |
| <p><b>Consulting the workforce</b></p> | <ul style="list-style-type: none"> <li>❖ How this will take place on the project</li> </ul>   |