

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
- Clarify expectations from site management

A **great** site induction will provide all this information, while motivating 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

Effective delivery of site inductions is vital. Construction workers attend many inductions and need to be engaged to ensure they understand any 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
- Be relevant to the audience, i.e. escorted visitors may require a shorter induction

Inductions should **not** be:

- Considered a substitute for health and safety training
- A marketing opportunity
- Boring!

Document Check

Site inductions are also the ideal opportunity to check that individuals hold a CSCS logo'd card, for the construction occupation they will be undertaking on site, along with any other additional training or cards required

Most smartcards can be checked using a card reader or the GoSmart app. All cards issued by CSCS are now Smartcards and other card schemes that carry the logo are following suit.

Further information on how to check CSCS logo'd cards is available in the Build UK Training Standard www.BuildUK.org/trainingstandard.

What should a site induction cover?

The following checklist should be used:

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

Continued on next page

Accidents and incidents	<ul style="list-style-type: none"> ❖ All near misses, incidents, accidents and unsafe conditions must be reported to: <ul style="list-style-type: none"> ○ <i>Supervisor</i> ○ <i>Site management</i> ○ <i>Own employer</i> ❖ Complete accident book ❖ Complete any site-specific forms
Emergency procedures	<ul style="list-style-type: none"> ❖ What to do in the event of: <ul style="list-style-type: none"> ○ <i>Accident</i> ○ <i>Fire</i> ○ <i>Any other incident</i> ❖ Location of: <ul style="list-style-type: none"> ○ <i>Alarms</i> ○ <i>Fire extinguishers</i> ○ <i>First aid personnel and equipment</i> ○ <i>Site exit routes</i>
Wellbeing	<ul style="list-style-type: none"> ❖ Raising concerns about a colleague's wellbeing: <ul style="list-style-type: none"> ○ <i>Mental health first aiders and support available</i> ○ <i>Recognising and reporting suspected modern slavery</i>
Further information	<ul style="list-style-type: none"> ❖ Arrangements for: <ul style="list-style-type: none"> ○ <i>Task specific briefings</i> ○ <i>Tool box talks</i> ○ <i>Any significant changes on site</i>
Consulting the workforce	<ul style="list-style-type: none"> ❖ How this will take place on the project

December 2019