

Site induction record

Free template — use it however you like

SITE

PROJECT / SITE NAME	SITE ADDRESS	DATE OF INDUCTION
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WORKER

FULL NAME	COMPANY / EMPLOYER	TRADE / WORK ON SITE
MOBILE	WHITE CARD NUMBER	OTHER LICENCES / TICKETS
EMERGENCY CONTACT — NAME	EMERGENCY CONTACT — PHONE	

COVERED IN THIS INDUCTION — TICK EACH ITEM AS YOU GO THROUGH IT

- | | |
|--|---|
| ☐ Scope of work and who they report to | ☐ First aid kit location and first aider |
| ☐ Site layout, access and parking | ☐ Emergency procedure and assembly point |
| ☐ Site rules and working hours | ☐ How to report an incident or near miss |
| ☐ Known hazards on this site | ☐ How to raise a safety concern or stop work |
| ☐ High risk work on site and any SWMS | ☐ Housekeeping and waste |
| ☐ Exclusion zones and no-go areas | ☐ Neighbours, noise and site boundaries |
| ☐ PPE required on this site | ☐ Sign in and sign out arrangements |
| ☐ Amenities: toilets, water, break area | ☐ Questions answered |

Worker declaration. I have taken part in this site induction. I understand the site rules, the hazards that were pointed out to me, the emergency procedure and the assembly point, and how to report an incident or raise a safety concern. I hold a current general construction induction card (white card) and any other licences required for the work I am doing on this site. I will not start work I believe is unsafe.

WORKER SIGNATURE	DATE
INDUCTED BY — NAME AND SIGNATURE	DATE

Keep this record with your project file for as long as you keep your other site records.

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