1. This form is to be completed by all persons who are visiting any training site – identified in Section A - for the first time. This site induction lasts for 12 months and then must be renewed. This includes all staff, contractors, trainers, tradesmen or any other person.
2. Upon completion, this induction form must be added to the local site induction file, and retained for a minimum of 3 years.
3. If this induction forms part of a training course conducted on a training site, or on another site where a formal site induction is not normally conducted, a copy of this induction must be added to the orange training folder for the relevant course and returned to CSD.

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| SECTION A – SITE DETAILS |
| Site Name: |       | Date: |       |
| Name of Inductor: |       | Signature: |  |

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| SECTION B – SITE INDUCTION CHECKLIST  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **#** | **Items Covered** | **Yes** | **No** | **N/A** |
| **EMERGENCY** | 1 | Have you shown the person what to do in an emergency and identified the location of the:* Emergency exits, assembly point and evacuation route?
* Closest medical facility?
* Contact details of emergency services?
* Provisions for emergency communications?
 |  |  |  |
| 2 | Have you shown the person:* The location of the first aid facilities / kits?
* Who the first aiders are and how to obtain treatment?
 |  |  |  |
| 3 | Have you shown the person where all relevant fire fighting equipment is located? For example, fire extinguishers, hose reels, etc. |  |  |  |
| 4 | Have you explained the site security procedures? |  |  |  |
| 5 | Have you explained that any security pass or ID requirement must be adhered to at all times, and must be visible at all times? |  |  |  |
| **POLICY/PPE** | 6 | Does the person have the correct PPE available?* Hard hat
* Steel cap footwear
* High visibility vest
* Other as specified
 |  |  |  |
| 7 | Have you explained the requirement for relevant safe work method statements or job safety analysis’ for tasks before they are performed? |  |  |  |
| 8 | Have you explained the smoking requirements and drugs and alcohol policy? |  |  |  |
| 9 | Have you shown the person where the amenities (including toilets and drinking water) are located? |  |  |  |
| 10 | Have you explained the procedures for reporting incidents, injuries and hazards? |  |  |  |
| 11 | Have you explained the Equity and Diversity Policy? |  |  |  |
| **TRAINEE** | 12 | Have you explained:* The refund policy?
* The complaints and appeals policy?
* Where to take financial questions and issues? and/or
* The location of the administration office?
 |  |  |  |
| 13 | Have you explained the requirements regarding learning difficulties? |  |  |  |
| 14 | Have you explained the requirements for reporting absences from training? |  |  |  |
| **ADMIN** | 15 | Have you explained the requirements for parking on, and off, site? |  |  |  |
| 16 | Have you explained the recycling requirements? |  |  |  |
| 17 | Have you instructed the trainee/contractor to complete the acknowledgement sheet? |  |  |  |
| 18 | Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified? |  |  |  |

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| SECTION C – INDUCTEE ACKNOWLEDGEMENT |

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| By signing this form, I declare that I have attended the site induction at the site identified in Section A. I understand that I am responsible for my own health and safety, and the health and safety of others, whist on this site, and that I will follow any reasonable and responsible direction given to me by any person on this site, relating to health and safety. |
| **PRINT NAME** | **SIGNATURE** |
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