

Induction address:

Inductee Name:

Induction Date: / / **Time:** _____

No	Items Covered	Yes	No	N/A
1	Have you established the competencies of the inductee? Including High Risk Licenses? <i>Any person who operates plant items e.g. scissor/boom lift, bob cat etc needs a High Risk Licence</i>			
2	Have you established proof of the person's construction induction training?			
3	Have you ensured that the person has been taken through relevant safe work method statements for the tasks to be performed? They have viewed all appropriate SWMS at this time located on the website? Has White/Red Card been sited Has Traffic Management Card been sited			
4	Does the person have the correct PPE available? <ul style="list-style-type: none"> • Hard hat • Safety glasses • Safety footwear • Long sleeved shirt • High visibility vest • Dust/vapour protection • Noise & hearing protection • Community impact • Other..... 			
5	Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> • Assembly point and evacuation route? • Closest medical facility? • Contact details of emergency services? • Provisions for emergency communications? 			
6	Have you shown the person: <ul style="list-style-type: none"> • The location of the first aid facilities / kits? • Who the first aiders are and how to obtain treatment? 			
7	Have you shown the person where all relevant firefighting equipment is located? For example, fire extinguishers, hose reels, etc.			
8	Have you introduced the person to their site Health and Safety Representative(s)?			
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	Has the person been trained to set up and use any specialized equipment that is required?			
12	Have you explained the site security procedures?			
13	Have you explained the site health and safety rules / policies etc referred to the safety notice board?			
14	Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified?			
15	Please ask the inductee to make a voluntary declaration in complete confidence if they have any allergies or other illnesses which could affect their site safety? This information is to be held by the company in the strictest confidence at all times.			

Notes / Comments:

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No	Notes for the Company Foreman / HSR
1.	Where there are a number of employers, the employer who has management and control of the site must provide sufficient information to enable contractors to fulfill their site induction obligations.
2.	The Inductee MUST produce their CIIC (White / Red Card) at the induction
3.	The detail required in the site induction will vary between phases of a construction project.
4.	Where the person does not clearly understand English, an interpreter to assist in translation MUST be provided by their respective Employer at the time of the induction.
5.	The Site Foreman may delegate the responsibility to carry out the induction to the Maroondah Council Laborer / HSR however the induction process MUST be overseen by the Site Foreman and the induction form and register MUST be signed by the Manager responsible.
6.	All SWMS MUST be Signed and the name of the Inductee also printed on each SWMS applicable to their work at the time of induction

Inductee's next of Kin (This person is to be notified if an incident or accident on site occurs):

Name: Relationship to inductee:

Contact Details: (Phone)

Site Representative:

I the inductee agree that I have been inducted on this site's related safety issues and I agree to abide by the site safety rules and conditions as outlined in this induction and the site safety booklet.

Inductee Signature: