Site Induction Record

Record that each new starter, contractor or visitor has been inducted on site rules, hazards, emergency arrangements and welfare.

Inductee

Full name *	
Company *	
Trade / occupation	
Mobile number	
Emergency contact name	
Emergency contact number	
CSCS / skills card number	
Card expiry date	_____ / _____ / _____
Photo of card	*Attach photo or sketch*
Induction date *	_____ / _____ / _____

Topics covered

Item	Covered	Not applicable
Site layout, access and egress *	☐	☐
Emergency procedures and assembly point *	☐	☐
First aid arrangements and first aiders *	☐	☐
Welfare facilities *	☐	☐
PPE requirements *	☐	☐
Site-specific hazards *	☐	☐
Permit to work arrangements *	☐	☐
Reporting accidents and near misses *	☐	☐
Housekeeping and waste *	☐	☐
Smoking, drugs and alcohol policy *	☐	☐
Relevant RAMS briefed *	☐	☐

Declaration

I confirm I have received and understood this site induction and will follow the site rules.

Inductee signature *	
Inducted by *	
Inductor signature *	

* Required