

## **Company Health, Safety and Environmental Induction Process**

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## Company Induction Procedure

### 1. Foreword

1.1 We want all of our employees, approved sub-contractors, any agency workers or consultants working directly for Barhale to be correctly inducted when joining the business.

In addition under the requirements set-out in the CDM 2007 Regulations, Barhale has a legal obligation to ensure that all the workers and visitors to our premises have been provided with suitable health and safety induction, information and training.

1.2 Only authorised persons are permitted to gain access onto Barhale operational sites and premises and our modular site inductions provide the framework to ensure authorised people are fully informed of the company and site health, safety and environmental requirements and rules (see Table 1 for details of which Modules apply to different groups of people)

### 2. Aims

2.1 The aim of this Induction procedure is to ensure new and existing employees, sub-contractor personnel and visitors to operational sites and company premises receive appropriate induction into corporate and local level health, safety and environmental philosophy and expectations of Barhale and to provide specific instructions on the management of induction records.

### 3. Scope of this document

This procedure covers all Barhale employees, approved sub-contractors, agency workers or visitors who may work or visit any company operational site or work premises.

### 4. Responsibilities

4.1 The HR Manager is responsible for maintaining the “Induction Checklist” and “Module A Employment Induction” and ensuring that the latest version is on Envoy. The Group Health, Safety & Environmental Managers must ensure that the contents of the “Module 1 General HS&E Induction” and standard formats for Modules 2 and 3 are regularly reviewed and kept up to date with the requirements of the Barhale business and any changes in legislation. The Group Health, Safety and Environmental Managers are responsible for updating modular formats and ensuring updated processes are loaded onto Envoy and any amendments are communicated to the Business.

4.2 Directors and Business Unit Managers are responsible for ensuring this Induction procedure is fully implemented and satisfactorily complied with.

4.3 Site Management, Line Managers and Facilities Managers are responsible for ensuring employees, sub-contractor personnel and visitors under their direct control receive the appropriate induction module before commencing work or visiting a site or company premises. (See Table 1)

4.4 Employees, sub-contractors and visitors are responsible for compliance with the requirements communicated in any induction module they receive which is delivered in accordance with this procedure.

4.5 Department Heads and Business Unit Managers are responsible for determining the location in which the induction's are to be held for the employees under their control. Module A and Module 1 plus the checklist can be conducted at an office or site, but Modules 2 and 3 can only be delivered at the site for which the induction is to be given.

4.6 Site Managers are responsible for ensuring that the induction details for Module's 2 & 3 represent the risks related to that site and reflect specific on-site requirements. The induction **must** be completed before they are allowed to commence work or go on to the site.

4.7 Line Managers are responsible for sending copies of both Induction Register (CF40) and the Health & Safety Declaration Form (CF41) to the HR department for **all direct employees** after Module A and Module 1 inductions have been undertaken. In addition both Agency workers and consultants working on our premises need to be captured on the same forms as they are logged onto HR Pro. Copies must be sent as soon as possible after the induction delivery.

4.8 Site / Line or Facilities Managers are responsible for ensuring induction Declaration Forms (CF41) and the Induction Register (CF40) are completed in accordance with the procedure for the Management of Construction (CPR46) or the Procedure for the Facilities Management Pack (CPR82) dependent on whether the inductee is on site or at a company premises.

4.9 The HR department are responsible for ensuring employee personnel files are updated with the induction declaration forms received from Site / Line as required for item 4.7 above.

4.10 Site / Line Managers are responsible for ensuring copies of training records for completion of inductions for direct employees are sent to the HR Department for loading onto HR Pro.

4.11 The Training Department are responsible for uploading relevant employee training information on HR Pro.

4.12 The Site Managers are responsible for providing induction Declaration Forms (CF41) and the Induction Registers (CF40) for regional archiving at the completion of any project.

4.13 All records of local site inductions and visitor inductions should be held on the site file.

4.14 The Facility Manager is responsible for auditing that inductions for those working at their office premises have been completed and enters the records in their Facility Packs.

**Table 1 who gets what induction**

TYPE OF EMPLOYEE	INDUCTION CHECKLIST	MODULE A EMPLOYMENT INDUCTION	MODULE 1 GENERAL HS&E INDUCTION	MODULE 2 SITE INDUCTION	MODULE 3 VISITOR INDUCTION
Barhale Office based employee	<b>yes</b>	<b>yes</b>	<b>yes</b>		
Barhale Site Based employee	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	
Approved Sub-Contractor	<b>Covered by vendor assessment</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	
Any Site Visitor (not working on that site)					<b>yes</b>
Agency Worker office based	<b>yes</b>	<b>yes</b>	<b>yes</b>		
Consultant working out of Barhale office premises	<b>yes</b>	<b>yes</b>	<b>yes</b>		

## 5. Induction Checklist

The purpose of the Induction Checklist is to ensure that all areas of employment have been discussed and where validation is required evidence has been provided and a record made of the appropriate documentation. The checklist also allows the local business manager or department head to add any local content that may be relevant to their business and is related to the role of the new starter.

It also provides an opportunity to record any shortfalls in documentation. The checklist also acts as a confirmation that the induction process has been completed and is signed by both the employee and line manager.

## 6. Module A - Employment Induction

Module A is a series of slides that explain the philosophy of the company and its Mission, Vision and Values. It also allows the local business to explain its role in Barhale and the challenges it faces. In addition it acts as a prompt for many of the items listed in the Induction Checklist.

## 7. Module 1 - General HS&E Induction

7.1 Module 1 is a general health, safety and environmental induction designed for ALL new employees and direct sub contract personnel and agency workers that are brought into the business.(See Table 1).

Its purpose is to set out the company's approach to HS&E. The slides cover both office and site safety in general and the presenter should tailor their presentation to meet its audience.

The content of this induction process is specifically designed to provide the inductee and the company representative with the following general information:

- An understanding of the Barhale approach to health, safety and environment and the importance to the business
- Confirmation of the company responsibilities and their individual responsibilities as required by law.
- A chance for the inductee to provide any applicable competency certification and for the company representative to assess the individual's competency.
- Provide information of methods of consultation and various briefing techniques adopted by the business
- Provide information of specific company H,S & E related policies
- An introduction into specific company rules i.e. mandatory PPE requirements, dress code and site conduct expectations
- Introduction into our Occupational Health programme
- The importance of the reporting of injuries, near misses and defective plant and equipment
- Introduction into key environmental aspects and impacts that the business is exposed to through its operations.
- Provide a chance for the company representative to find out more about the inductee.

7.2 It is mandatory that all new employees and sub-contract personnel receive this module induction before commencing work in order to be fully informed and prepared for the level of health, safety and environmental expectation and to ensure specific information has been received by the individual before work commences.

## **8. Module 2 Site Induction**

8.1 The Module 2 induction is delivered to all employees and sub-contract personnel new to a particular site before they commence work.

8.2 The Site Manager will produce the Module 2 induction using the template from the Envoy system. The primary emphasis is for the induction to be site specific in order to communicate specific health, safety and environmental requirements to be observed on that particular project.

8.3 The key elements that must be covered include:

- Introduction to the Site Management team
- Scope of the project
- Site details
- Site welfare facilities
- Methods of consultation on site
- Actions in the event of an emergency
- First Aid provisions
- Site fire precautions
- Accident / incident reporting
- Near miss reporting
- Site smoking arrangements
- Site specific rules
- Site PPE requirements
- Site specific procedures
- Site specific hazards
- Safe system of work (SSOW) briefings
- Housekeeping arrangements

- Site Environmental issues
- Initial work activity SSOW briefing for individual

## **9. Module 3 Visitors Site Induction**

9.1 Module 3 induction is designed to be delivered to any visitors to a Barhale site. This abbreviated version includes only important site specific health, safety and environmental requirements which an infrequent visitor to site with little or no prior knowledge of the site requires to maintain their own and others health and safety during their visit.

9.2 The Site Manager will produce the module 3 induction using the template from the Envoy system.

9.3 The module 3 induction must be delivered if the visitor is likely to access working areas of the site.

9.4 ALL visitors to a Barhale site will be escorted by a member of the Site Team at all times whilst on site.

9.5 Visitors are defined as people that are not normally based on site (hence would not require the more detailed site specific module 2 format) but visit infrequently. All visitors to site must receive the Module 3 induction format which will include the following elements as a minimum requirement:

- Importance of Site Induction
- Barhale Operating Regions
- Introduction into Site Management team
- Scope of the project
- Site details
- Site welfare facilities
- Methods of consultation on site
- Actions in the event of an emergency
- First Aid provisions
- Site fire precautions
- Accident / incident reporting
- Near miss reporting
- Site smoking arrangements
- Site specific rules
- Site PPE requirements

## **10. Management of Induction Records**

10.1 All people completing any of the induction Module's A, 1, 2 or 3, in line with Table 1, will be required to complete and sign the induction register (CF40) and induction Declaration Forms (CF41)

10.2 Copies of all Module 1 induction declarations (CF41) for employees must be sent to the HR department on completion of the induction. The original version will be filed in the health & safety file or facilities management pack as required by CPR46 and CPR82 respectively.

10.3 HR department will file the Module A and Module 1 induction declarations in the employees personnel records file.

10.4 All training records associated with a new employee which are obtained by the Site Manager during the induction process must be copied into the HR department with a copy retained on site in the health and safety file.

10.5 On completion of the project, all induction declarations and registers must be archived at the regional office by the Site Manager.

### **11. Delivery of Induction Modules**

11.1 The Business Unit Manager must decide on the venue for Module A and Module 1 induction for new employees and whether they are delivered at the regional office or on site. Confirmation of the regional requirements must be communicated to the Site Managers within the region who can then add Module 2 when they attend site for the first time.

11.2 The format in which the module 1, 2 & 3 induction formats are delivered on site can be via a laptop computer as a power point presentation or using a flip chart approach. The preferred option is for a laptop presentation as it can use the induction modules located in Envoy. The use of a flip chart can be effective in delivering specific site details and instructions.

11.3 The Business Unit Manager will decide on which site team members are responsible for delivery of modular induction formats, however all induction formats must be delivered by a direct line manager/supervisor as a minimum requirement i.e. Site Manager, General Foreman or Site Engineer.

### **12. Third Party Inductions**

A number of our clients require Barhale to include some or all of their induction material when we commence work on their projects and sites.

It is mandatory that the inductions set out in Table 1 are followed. Any additional inductions related to our clients needs should be seen as an extra layer and not to replace our process. If there is any doubt please consult the Group H&S Manager for H&S issues and Group Environmental Manager for Environmental issues.