



BLACK & VEATCH

Site Induction Record for site personnel

Reference no.

Project name:		B&V project no.	
Location or site:		Induction date:	
Name of inductee:		Staff or payroll no.	
Job title or role:			
Name of employer:			

All employees are responsible for their own safety and the safety of others who may be affected by their acts or omissions

Has the following information or matters been explained to and understood by the inductee?			
BVL Safety Policy:	<input type="checkbox"/>	Accident, incident & near-miss reporting:	<input type="checkbox"/>
Site Rules:	<input type="checkbox"/>	Emergency procedures: (fire, falls, chlorine and spillages):	<input type="checkbox"/>
Golden Rules:	<input type="checkbox"/>	Site specific health, safety and environmental risks:	<input type="checkbox"/>
Site notice board & information posters:	<input type="checkbox"/>	Risk assessments & method statements:	<input type="checkbox"/>
Welfare facilities:	<input type="checkbox"/>	Permits to Work:	<input type="checkbox"/>
First Aid arrangements:	<input type="checkbox"/>	Material and chemical storage:	<input type="checkbox"/>
Personal hygiene:	<input type="checkbox"/>	COSHH register and assessments:	<input type="checkbox"/>
Water hygiene cards:	<input type="checkbox"/>	Manual handling:	<input type="checkbox"/>
Immunisation advice:	<input type="checkbox"/>	Arrangements for PPE:	<input type="checkbox"/>
Security arrangements:	<input type="checkbox"/>	Housekeeping:	<input type="checkbox"/>
Mobile phone rules:	<input type="checkbox"/>	Traffic routes:	<input type="checkbox"/>
Consultation arrangements:	<input type="checkbox"/>	Training requirements:	<input type="checkbox"/>
Project outline:	<input type="checkbox"/>	Toolbox talks:	<input type="checkbox"/>

Supplementary items for sub-contractor's Supervisors or Managers:			
Setting a personal example:	<input type="checkbox"/>	Ensuring accidents, incidents and near misses are reported:	<input type="checkbox"/>
Enforcing Golden and site rules:	<input type="checkbox"/>	Taking charge of work areas and initiating emergency procedures:	<input type="checkbox"/>
Attending safety co-ordination meetings:	<input type="checkbox"/>	Conducting method statement and risk assessment briefings:	<input type="checkbox"/>
Conducting toolbox talks:	<input type="checkbox"/>	Ensuring that no work starts without approved method statement:	<input type="checkbox"/>
Monitoring personnel behaviour to eliminate at-risk behaviours:	<input type="checkbox"/>	Ensuring compliance with risk assessments & method statements:	<input type="checkbox"/>
Ensuring high standards of housekeeping:	<input type="checkbox"/>		

The inductee should notify the BVL supervisor of any permanent or temporary impairment to the inductee's health which could affect the ability to perform the duties assigned

Has the inductee received a copy of the Site Safety Rules and the induction documentation?

Details of any training records presented by inductee: _____

Inductee's emergency contact details (for use in the event of an accident):

Name:		Telephone no.	
Address:			

I confirm that I have completed and understood the site induction. I am aware that failure to comply with the various requirements listed above could result in removal from site.

Signed by inductee: _____ Date: _____

Counter-signed for BVL: _____ Printed name: _____ Date: _____