



OPERATIVE/SITE INDUCTION

COMPANY	HOME REPUBLIC Ltd	Site	Date
Name, Surname			
Trade			
Company			
Home address			
Phone			
Emergency contact details			

CONSTRUCTION & GENERAL SITE RULES EXPLAINED TO INDUCTEE:

Home Republic Ltd values and beliefs	
Home Republic Ltd general safety and health being policy	
Home Republic Ltd general rules, communal behaviour and social responsibility	
CCS membership. CCS code of conduct	
Site rules and attendance procedures. <i>Hours of work. Signing in and out. Site board information</i>	
Site layout. <i>Toilets, office, canteen location</i>	
PPE to be worn. <i>Safety helmets, safety footwear, eye/hearing/respiratory protection, etc</i>	
Site appearance. <i>Keeping the site clean. Changing before leaving site. Use of radios.</i>	
Safety organisation explained. <i>Parking, offloading and deliveries. Safe use of mobile phones</i>	
First aid accident/ill health reporting. <i>First Aiders on site. Nearest A&E</i>	
Site emergency procedures. <i>First Aid facilities, Fire fighting equipment location, evacuation points and procedures (fire exists)</i>	
Waste management plan	
COSHH and manual handling risks explained. <i>Slips, trips, falls, manual handling, working at height</i>	

Specific site risks. <i>Method Statements and Risk Assessments</i>	
Permits to Work. <i>Hot works, excavating, lone working, etc.</i> Skill Cards	
Excavation safety	
Materials storage policy. Keeping the site clean.	
Hazardous locations/no go areas	
Tools, plant and equipment provided. <i>Condition, competence to use. Own Tools. Condition, PAT testing</i>	
Keeping workplace in order, leaving tools overnight	
Welfare arrangements	
Alcohol policy/drug abuse	
Non-smoking/e-smoking policy	
Occupational health risks	
Personal appearance	
Communal and personal behaviour.	
ZERO TOLERANCE policy <i>No bullying, harassment or inappropriate language. Equal opportunities</i>	
Environmental Issues. <i>Recycling, energy management, wildlife protection, reduction of noise</i>	
Questions	

Transcript: ■ -general section, ■ - site section, ■ - personal section

YOUR HEALTH:

Should the Company or any colleagues know about your health? If we all know – we can help if you become ill at work.

Are you taking specially prescribed medication?	Yes / No
Are you epileptic or diabetic	Yes / No
Do you have a heart conditions?	Yes / No
Any other serious or chronicle health conditions that we should be aware of?	Yes / No
Smoker?	Yes / No
Other:	

Inductee signed _____

Inductee printed _____

Inductor signed _____

Inductor printed _____

This is to confirm that I have presented to the person above mentioned as “Inductee”, details of the topic listed, as per guidelines set out with Corporate Health and Safety Management Policy.

COMPLETE FORM ON SITE

