

# Site Induction Checklist

To be completed before any worker or visitor starts on site

Company: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Address: \_\_\_\_\_ Ref: \_\_\_\_\_

## Induction Details

Project name: \_\_\_\_\_ Site address: \_\_\_\_\_ Date of induction: \_\_\_\_\_

Induction given by: \_\_\_\_\_ Person inducted — name: \_\_\_\_\_ Employer / company: \_\_\_\_\_

Role on site: \_\_\_\_\_

## Topics Covered

- Site rules and standards of behaviour explained
- Sign-in and sign-out procedure explained
- Site layout, access routes and walkways shown
- Exclusion zones and restricted areas identified
- Welfare facilities shown (toilets, washing, drinking water, rest area)
- Emergency alarm signal and escape routes explained
- Assembly point location shown
- Fire points and extinguisher locations shown
- Hot works rules explained
- First aiders identified and first aid kit locations shown
- How to call for help / report an incident explained
- Significant site hazards explained (work at height, excavations, plant, deliveries, asbestos)
- PPE requirements for this site explained
- Permit-to-work areas identified
- Worker briefed on reporting unsafe conditions

## Site-Specific Hazards Briefed

List the significant hazards present on this site today:

## PPE Required on This Site

- Hard hat
- Safety boots
- Hi-vis clothing
- Eye protection
- Gloves
- Hearing protection
- Other (specify)

**Confirmation & Sign-Off**

I confirm I have received and understood this induction — Inducted person signature: \_\_\_\_\_

Inducted person — date: \_\_\_\_\_

Inductor signature: \_\_\_\_\_

Inductor — date: \_\_\_\_\_

