

# Contractor Site Induction

Record that contractors have been briefed on site rules, hazards and emergency procedures. Capture signatures and evidence of induction completion.

Title: \_\_\_\_\_

Severity: \_\_\_\_\_ Site: \_\_\_\_\_

Date / Time: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Induction Details

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1 Induction date \*

\_\_\_\_\_

2 Induction time

\_\_\_\_\_

3 Induction type

Full site induction

Refresher induction

Project specific induction

Visitor induction

## Contractor Company Details

---

4 Contractor company name \*

---

5 Company registration number

---

6 Company address

---

---

---

7 Company telephone number

---

8 Company email address

---

9 Type of contractor

Subcontractor

Agency

Self-employed

Supplier

Consultant

Other

10 Trade or service

---

## Contractor Representative Details

---

11 Contractor name \*

---

12 Job title or role

---

13 Contact telephone number \*

---

14 Email address

---

15 Emergency contact name

---

16 Emergency contact telephone

---

## Competency and Qualifications

---

17 CSCS card held

Yes

No

N/A

18 CSCS card type

Labourer

Skilled worker

Advanced craft

Supervisory

Management

Professionally qualified

Trainee

Other

19 CSCS card number

---

20 CSCS card expiry date

---

21 Photo of CSCS card

*Attach file here*

---

22 Other competency cards held

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---

23 Relevant qualifications

---

---

---

24 Copies of qualifications attached

*Attach file here*

---

25 Specific training certificates required

---

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---

26 Training certificates verified

Yes

No

N/A

---

27 Copies of training certificates

*Attach file here*

---

## Right to Work

---

28 Right to work check completed

Yes

No

N/A

---

29 Right to work document type

UK passport

EU passport

Biometric residence permit

Share code

Visa

Other

---

30 Document reference number

---

31 Document expiry date

---

32 Right to work document photo

*Attach file here*

---

## Health Declaration

---

33 Health questionnaire completed

Yes

No

N/A

---

34 Any medical conditions that may affect work

Yes

No

N/A

---

35 Details of medical conditions

---

---

---

36 Any medication that may affect work

Yes

No

N/A

---

37 Details of medication

---

---

---

38 Fit for work declaration

Yes

No

N/A

## Site Rules and Requirements

---

39 Site rules explained

Yes

No

N/A

---

40 Speed limits on site

---

41 Parking arrangements explained

Yes

No

N/A

---

42 Designated parking area

---

43 Smoking policy explained

Yes

No

N/A

---

44 Designated smoking area

---

45 Mobile phone policy explained

Yes

No

N/A

---

46 Alcohol and drugs policy explained

Yes

No

N/A

---

47 Site working hours explained

Yes

No

N/A

---

48 Site access and egress points explained

Yes

No

N/A

---

49 Sign in and sign out procedures explained

Yes

No

N/A

---

50 Permit to work requirements explained

Yes

No

N/A

---

51 Hot work permit requirements explained

Yes

No

N/A

---

52 Confined space permit requirements explained

Yes

No

N/A

---

53 Excavation permit requirements explained

Yes

No

N/A

---

54 Other permit requirements

---

---

---

## Health and Safety Information

---

55 Site specific risks explained

Yes

No

N/A

---

56 Details of site specific risks

---

---

---

57 Asbestos register location explained

Yes

No

N/A

---

58 Asbestos awareness confirmed

Yes

No

N/A

---

59 Underground services explained

Yes

No

N/A

---

60 Overhead services explained

Yes

No

N/A

---

61 Method statements reviewed

Yes

No

N/A

---

62 Risk assessments reviewed

Yes

No

N/A

---

63 Safe systems of work explained

Yes

No

N/A

---

64 Manual handling requirements explained

Yes

No

N/A

---

65 Working at height requirements explained

Yes

No

N/A

---

66 Hazardous substances on site explained

Yes

No

N/A

---

67 Noise and vibration requirements explained

Yes

No

N/A

## PPE Requirements

---

68 Minimum PPE requirements explained

Yes

No

N/A

69 Hard hat required

Yes

No

N/A

70 Safety footwear required

Yes

No

N/A

71 Hi-vis clothing required

Yes

No

N/A

72 Safety glasses required

Yes

No

N/A

73 Gloves required

Yes

No

N/A

74 Hearing protection required

Yes

No

N/A

75 Respiratory protection required

Yes

No

N/A

76 Other PPE required

---

---

---

77 Contractor has correct PPE

Yes

No

N/A

78 PPE in good condition

Yes

No

N/A

## Welfare Facilities

---

79 Location of toilets explained

Yes

No

N/A

---

80 Location of washing facilities explained

Yes

No

N/A

---

81 Location of drinking water explained

Yes

No

N/A

---

82 Location of rest area explained

Yes

No

N/A

---

83 Location of drying room explained

Yes

No

N/A

---

84 Canteen facilities explained

Yes

No

N/A

## Emergency Procedures

---

85 Fire alarm sound explained

Yes

No

N/A

---

86 Fire evacuation procedure explained

Yes

No

N/A

---

87 Fire assembly point location

---

88 Fire assembly point shown

Yes

No

N/A

---

89 Fire escape routes explained

Yes

No

N/A

---

90 Fire extinguisher locations explained

Yes

No

N/A

---

91 Fire warden names provided

Yes

No

N/A

---

92 First aid arrangements explained

Yes

No

N/A

---

93 First aider names provided

Yes

No

N/A

---

94 First aid kit locations explained

Yes

No

N/A

---

95 Accident reporting procedure explained

Yes

No

N/A

---

96 Near miss reporting procedure explained

Yes

No

N/A

---

97 Spillage procedure explained

Yes

No

N/A

---

98 Emergency contact numbers provided

Yes

No

N/A

---

99 Nearest hospital

---

100 Emergency services access explained

Yes

No

N/A

## Environmental Requirements

---

101 Environmental policy explained

Yes

No

N/A

---

102 Waste management requirements explained

Yes

No

N/A

---

103 Waste segregation explained

Yes

No

N/A

---

104 Skip and bin locations explained

Yes

No

N/A

---

105 Dust suppression requirements explained

Yes

No

N/A

---

106 Noise restrictions explained

Yes

No

N/A

---

107 Permitted working hours for noisy work

---

---

108 Pollution prevention explained

Yes

No

N/A

---

109 Spill kit locations explained

Yes

No

N/A

---

110 Protected species or habitats on site

Yes

No

N/A

---

111 Details of protected areas

---

---

---

## Communication

---

112 Site supervisor name

---

113 Site supervisor contact number

---

114 Reporting structure explained

Yes

No

N/A

115 Daily briefing arrangements explained

Yes

No

N/A

116 Toolbox talk requirements explained

Yes

No

N/A

117 Communication methods on site

---

---

---

118 Radio or phone issued

Yes

No

N/A

119 Radio channel or number

---

## Plant and Equipment

---

120 Plant and equipment rules explained

Yes

No

N/A

---

121 Operator certification requirements explained

Yes

No

N/A

---

122 Plant inspection requirements explained

Yes

No

N/A

---

123 Defect reporting procedure explained

Yes

No

N/A

---

124 Exclusion zones explained

Yes

No

N/A

---

125 Lifting operations requirements explained

Yes

No

N/A

---

126 Electrical equipment requirements explained

Yes

No

N/A

---

127 PAT testing requirements explained

Yes

No

N/A

## Specific Hazards on Site

---

128 Live traffic on site

Yes

No

N/A

---

129 Traffic management explained

Yes

No

N/A

---

130 Pedestrian routes explained

Yes

No

N/A

---

131 Crane operations on site

Yes

No

N/A

---

132 Crane exclusion zones explained

Yes

No

N/A

---

133 Deep excavations on site

Yes

No

N/A

---

134 Excavation edge protection explained

Yes

No

N/A

---

135 Fragile surfaces on site

Yes

No

N/A

---

136 Fragile surface controls explained

Yes

No

N/A

---

137 Contaminated land on site

Yes

No

N/A

---

138 Contamination controls explained

Yes

No

N/A

---

139 Public interface on site

Yes

No

N/A

---

140 Public protection measures explained

Yes

No

N/A

---

141 Other specific hazards

---

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142 Controls for other hazards explained

Yes  No  N/A

## Contractor Declaration

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143 I confirm I have received and understood this induction \*

Yes  No  N/A

144 I confirm I have the competence and training to carry out the work safely \*

Yes  No  N/A

145 I confirm I will comply with all site rules and procedures \*

Yes  No  N/A

146 I confirm I will report all accidents incidents and near misses \*

Yes  No  N/A

147 I confirm I will not undertake work outside my competence \*

Yes  No  N/A

148 I understand that failure to comply may result in removal from site \*

Yes  No  N/A

149 Contractor signature \*

---

Signature

150 Date \*

---

## Inductor Sign-off

---

151 Induction completed satisfactorily \*

Yes

No

N/A

152 Contractor authorised to work on site \*

Yes

No

N/A

153 Inductor name \*

---

154 Inductor signature \*

---

Signature

155 Date \*

---

## Induction Expiry

---

156 Induction valid until

---

157 Refresher induction required

Yes

No

N/A

158 Refresher due date

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