

Project:		Project No:	
Date:			

Site Induction and Instruction

1. Site General

- 1.1. All accidents and potential accident areas, unsafe work practices, and equipment damage shall be reported immediately to the Site Supervisor, Safety Officer, or their representatives on site.
- 1.2. All persons requiring first aid treatment shall contact the Site Supervisor or Safety Officer who will render treatment and enter into the Accident Report book the persons name and nature of accident.
- 1.3. Persons under the influence of alcohol or drugs will be removed from site. No alcohol or drugs are permitted on site.
- 1.4. No smoking is permitted on site.
- 1.5. All personnel must attend general construction work, health and safety induction training before starting work and sign the site acknowledgement form.
- 1.6. All personnel must inform the site supervisor or safety officer of any condition, ailment, allergy, or pre-existing injury, which might affect the safety of the site and of which the site supervisor should be aware of.
- 1.7. No plant or materials to be left unattended outside the confines of the site.
- 1.8. Prior to commencing any work on site, all workers must report to Safin site supervisor.
- 1.9. Prior to leaving site, advise Safin site supervisor of your completion time.
- 1.10. Please note Safin's contaminated and hazardous substances procedures.
- 1.11. Safin is committed to equal opportunities, non discriminatory and zero sexual harassment in its work environment.
- 1.12. It is **mandatory** for all Safin personnel, suppliers, subcontractors, visitors, consultants, clients, general public and third parties that enter Safin Pty Ltd construction or project sites to Sign In and Sign out the Site Personnel Log Register ([FROHS005](#)) every time they enter or exit the site. Also note the top of the Site Personnel Log Register for any special notices and feedback for the current day.
- 1.13. All personell to provide and sign personal and emergency contact details form.
- 1.14. All personnel entering and exiting Safin's Construction and Project Sites are encouraged to leave any suggestions for improvement at the bottom on the Site Personnel Log Register

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- 1.15. Foul language will not be tolerated and could result in removal from site
- 1.16. Radios if used to be kept at low volume at all times
- 1.17. Work or handling in shared work areas shall be cared with extreme care
- 1.18. Treat all fellow workers with respect

2. Personal Protection

- 2.1. Appropriate footwear (steel cap boots) shall be worn. Thongs, sandals, sandshoes are prohibited.
- 2.2. Safety helmets shall be worn at all times.
- 2.3. Visibility vests or shirts shall be worn when on site at all times.
- 2.4. Welding operations shall be screened to protect personnel against arc and flash injury. Gas bottles are to be upright and securely fixed at all times.
- 2.5. Personnel are required to wear approved Safety Spectacles at all times, and wear earmuffs when performing operations that can cause ear injury.
- 2.6. Provide ventilation when working in confined spaces. Wear correct breathing apparatus when working with dusty or toxic materials.
- 2.7. People working in the sun should wear wide brim hats, neck covers and wear sunscreen. Shirts should not be removed under any circumstances.
- 2.8. Gloves should be worn when on site at all times.

3. Hazardous Substances & Unknown Services

- 3.1. Hazardous substances should be stored in a safe locked place in accordance with work cover requirements. Prior to using hazardous substances workers must first notify the site supervisor to ensure the workplace is safe and provide the necessary warnings, screens and signs.
- 3.2. If asbestos is found report immediately to site supervisor. Follow “Unexpected asbestos finding procedure ([PROHS004](#))” and “Hazardous Material procedures ([PROHS003](#))”.
- 3.3. 3.3. If an unknown service is found report immediately to the site supervisor. Follow “Unknown Services Procedure” ([PROHS011](#)). This procedure is to be followed for any unknown service including but not limited to electrical, communications, gases, and water and drainage systems.

4. Work Areas General

- 4.1. Work areas must be kept clean and tidy. Rubbish and other safety hazards shall be cleaned up promptly. Fire hazards such as garbage, oily rags, and flammable materials must be eliminated by prompt removal or other corrective action. All protruding nails shall be removed from timber or bent over. Non-compliance will incur a back charge for cleaning carried out by others.
- 4.2. All openings in floors are to be adequately guarded to the satisfaction of the site supervisor and safety committee.
- 4.3. Adequate fire protection shall be provided as necessary.
- 4.4. All trenches and excavations to be adequately shored and/ or strutted to work cover requirements before personnel are allowed to access. Trenches more than 1.5m deep must be shored in all circumstances. Trenches and excavations to have adequate fencing or guardrails, and also safe means of access.
- 4.5. Persons working in excavation areas where there is trafficable machinery or working in trafficable areas (eg roads) shall wear bright safety vests.
- 4.6. Manual lifting of materials to be carried out correctly to avoid back strains. Get help when lifting heavy, long and large materials.
- 4.7. Drivers within the site limits shall observe safe speed.

5. Electrical Equipment

- 5.1. Electrical leads shall not be over extended and shall be switched off at the point of power supply and removed when not in use.
- 5.2. Electrical leads and power tools shall be checked and tagged as safe on a monthly basis by a licensed electrician.
- 5.3. No leads shall be laid on the ground or in contact with metal, leads shall be supported by lead stands or other approved methods.
- 5.4. Do not plug in tools or leads where there is no protection with earth leakage devices.
- 5.5. Treat all wires as live; do not tamper with any wires on site.
- 5.6. Task lighting to be provided in areas where general lighting is not available.
- 5.7. Temporary Electrical Boards to be locked where site not in use.
- 5.8. Circuit Breakers in Electrical Boards to locked at ALL times
- 5.9. Temporary Electrical Access Boards to be fed from underneath.

6. Plant, Equipment, Tools

- 6.1. Explosives shall not be used without written permission of the Site supervisor and safety committee.
- 6.2. Proper care shall be taken in the use of compressed air.
- 6.3. No persons shall ride on hoists, bulldozers, front-end loaders or similar plant.
- 6.4. No machinery hand tools or other type of equipment is to be operated without effective guards.
- 6.5. Workmen and subcontractors shall modify, guard or remove any plant or equipment, which does not meet the site supervisors Safety Requirements, and / or regulations.
- 6.6. All explosive charges for power-activated tools are to be kept in a locked metal box. Low velocity captive piston – type tools only shall be used on site .The use of high velocity – type tools are prohibited. All operators of power fastening tools shall be licensed.
- 6.7. All equipment such as front-end loaders, bulldozers, backhoes, are to have their bucket or blade lowered when not in use.
- 6.8. Companies (personel) operating machinery must have a current operators licence and have up to date log books to be viewed prior to commencement and available at all times.
- 6.9. Clear and standard rigging signals must be used at all times.

7. Working At Heights

- 7.1. Work platforms complying with statutory and work cover regulations to be provided when working above 1.5 metres.
- 7.2. All work platforms, suspended or otherwise, shall be constructed and conform to work cover regulations. All platforms over 1.5m must have guardrails.
- 7.3. All hoists and scaffolding shall comply with statutory and work cover regulations and approved in writing where required.
- 7.4. Scaffold must not be altered unless by ticketed scaffolder. Hoists to be operated only by ticketed operators.
- 7.5. Scaffolds are to be checked and certified before use.
- 7.6. Ladders are not to be used on any of the Safin's sites. In the event other means of access is not possible and ladders is the only mean, then the following is to be followed: Ladders must be of industrial type complying to regulation standard and Work Cover and tied off and secured at all times both top and bottom. Ladder slope shall be 1:4 and entered 1m past landing point. The user to face the ladder and both hands firm on the ladder, also before use check that the ladder is on stable ground.

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- 7.7. Safety Harnesses must be worn and properly secured at heights where no other form of protection is available. Harness permit is required BLL
 - 7.8. All workers must obtain the approval of the site supervisor before starting work on low-level platforms.

8. Other

- 8.1. Safe Work Method Statements to be provided by all subcontractors and approved by Site Supervisor and Safety Office prior to starting works on site.
- 8.2. Failure to comply with all of the induction and instruction points and OHS+E and work cover requirements as outlined in this induction will result in workers being issued with an infringement notice. If after receiving a second infringement notice, the worker is still not in compliance, the worker will be required to leave the site. At the Site Supervisors discretion a re-induction, charged to the subcontractor, may be allowed.
- 8.3. No work shall commence in confined spaces, without Safin approval, and testing. Work in confined spaces to be carried out by licensed workers only.

9. Site Specific Requirements – Date:

- 9.1. **PROJECT:**
- 9.2. First aid is located at
- 9.3. Site supervisors office is located at
- 9.4. Site ablution block is located at
- 9.5. Lunch and change facilities are located
- 9.6. Copy of the workers compensation act is located at
- 9.7. Parking is available at
- 9.8. The waste bin for workers and subcontractors rubbish is located at
- 9.9. Asbestos and contamination materials report is in the Safin OH & S Manual
- 9.10. All personnel to sign in and sign out the Site Personnel Log Register ([FROHS005](#)) located at
- 9.11. Emergency contacts list is located in the lunch shed and at each temp. power boards.
- 9.12. Working with children forms approval required / not required
- 9.13. Police check forms required / not required
- 9.14. No work permitted outside the building compound unless certified by

10. Additional Requirements

- 10.1.
- 10.2.
- 10.3.
- 10.4.
- 10.5.
- 10.6.
- 10.7.

11. Project Emergency / Evacuation Procedures

11.1. **PROJECT:**

11.2. **EVACUATION POINTS ARE LOCATED AT:-**

- 11.2.1.
- 11.2.2.
- 11.2.3.
- 11.2.4.

12. Emergency / Evacuation Procedure

- 12.1. Sirens (air horns), fire extinguisher, emergency light and emergency escape diagram are located on each level, **adjacent to the temporary power boards**. Plus emergency contacts list.
- 12.2. In case of emergency i.e. fire; one long blast (approx. 15 secs) of the siren is to be sounded by the person detecting the fire/emergency. If possible fire/emergency is to be extinguished or contained. Immediate vicinity of fire/emergency is to be evacuated. If fire/emergency situation cannot be extinguished or contained, workers are to evacuate construction area using designated evacuation points.
- 12.3. Assembly point for all workers; all workers to meet at **the entry to the site** and mark off names with Site Supervisor.
- 12.4. In case of a serious accident e.g. injured person is immobilised; two short blasts (approx.5 secs each, with 5 sec break) of the siren is to be sounded by any able person. First Aid Officer or other qualified personnel will bring First Aid kit from site office and attend to injured person/persons.

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