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| --- | --- |
| **Project Site:** |  |
| **Inductee Representative Company:** |  |
| **Induction Date:** |  |
| **Inducted By Name (Site Manager):** |  |

| **Item** | **Discussed** | **Remark (If Required)** |
| --- | --- | --- |
| **General & Pre-Start Requirements** | | |
| Informed worker of client & project site requirements |  |  |
| Informed worker of key contacts, site security and access arrangements |  |  |
| Confirmed expectation of material event reporting whilst onsite |  |  |
| Confirmed workers insurance’s our in place and current |  |  |
| Confirmed adherence to all external HSE obligations including SWMS/risk assessments in place for engaged scope of works |  |  |
| Informed expectation of all plant, tools & equipment brought onsite must be compliant and in good working order |  |  |
| **Job Site Introduction & Requirements** | | |
| Introduced the worker to site |  |  |
| Shown the general facilities & hygiene expectations |  |  |
| Confirmed adherence to PPE & housekeeping reqs |  |  |
| Confirmed specific work area & other simops/activities |  |  |
| **Emergency & First Aid Provisions** | | |
| Explain the Emergency evacuation process |  |  |
| Shown emergency exits, assembly areas and evacuation tone |  |  |
| Advised name and location of First Aid Officer |  |  |
| Advised first aid kit location |  |  |
| Advised names, location and contact details of emergency  personnel |  |  |
| **Training Adherence Requirements** | | |
| Confirmed adherence to all necessary external education, licenses, & qualifications for engaged scope of works |  |  |

*Please tick each item where site relevant and discussed. All new workers to site must sign as acknowledgement of site induction being completed.*

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| **New Worker Induction Agreement** | | | |
| * I have been provided with an induction prior to beginning work and understand the project site safety requirements and rules that apply. * I understand what is expected of me and agree to work safely in compliance with all relevant HSE requirements for my engaged scope of works. * I have received and understood all of the information contained and discussed as part of the Project Site Induction. | | | |
| **Name** | **Company** | **Signature** | **Date** |
|  |  |  |  |