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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.
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| **Name** | **Company** | **Signature** | **Date** |
|  |  |  |  |