**FORM 2.1A – TYPICAL INDUCTION TOPICS**

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| **TYPICAL INDUCTION TOPICS** |
| PURPOSE | TO FAMILIARISE EMPLOYEES WITH THE HEALTH & SAFETY RULES AND PROCEDURES BEFORE THEY START WORK ON SITE. TO BE USED IN CONJUNCTION WITH FORM 2.1 – INDUCTION AND SAFE PASS REGISTER IN APPENDIX 2 |
| NO. | RECOMMENDED TOPICS TO BE DISCUSSED | YES | NO | N/A |
|  | The competencies and qualifications (e.g. Safe Pass, CSCS) of workers to be inducted have been checked |  |  |  |
|  | Employees have been briefed on method statements / SSWPs where relevant  |  |  |  |
|  | PPE is available and worn as required: |
| * Hard hat
 |  |  |  |
| * Safety glasses
 |  |  |  |
| * Safety footwear
 |  |  |  |
| * High-visibility clothing
 |  |  |  |
| * Ear protection
 |  |  |  |
| Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  | Emergency procedures and location of:  |  |  |  |
| * Assembly point and evacuation route
 |  |  |  |
| * Closest medical facility
 |  |  |  |
| * Contact details of emergency services
 |  |  |  |
| * Provisions for emergency communications
 |  |  |  |
| * Firefighting equipment, e.g. fire extinguishers and hose reels
 |  |  |  |
|  | First Aid: |
| * Names of the first aiders and where to obtain treatment
 |  |  |  |
| * The location of the first-aid facilities / kits
 |  |  |  |
|  | Names and contact details of the Health and Safety Representative(s)  |  |  |  |
|  | Location of welfare facilities (including toilets and drinking water) |  |  |  |
|  | Accident reporting procedures  |  |  |  |
|  | Site security procedures and site rules |  |  |  |
|  | Question and answer session  |  |  |  |
| NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS APPROPRIATE AND IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE |
| PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING: |