

## **B Site Induction Handout**

**Job:** \_\_\_\_\_

**Job No.:** \_\_\_\_\_

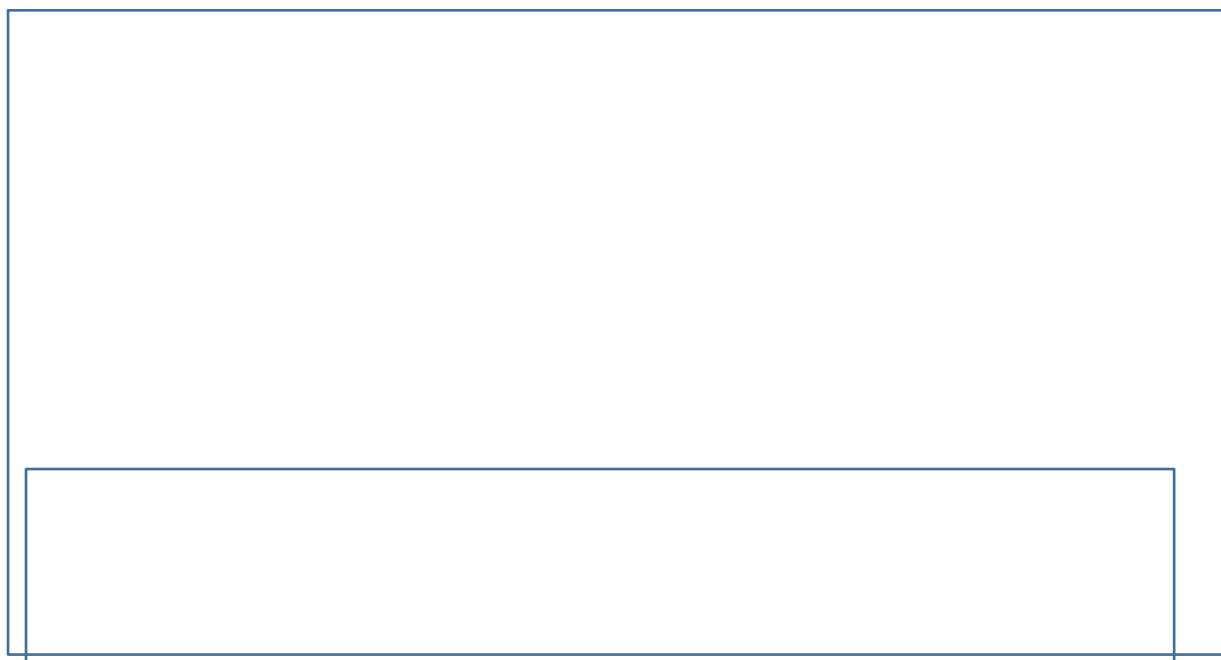
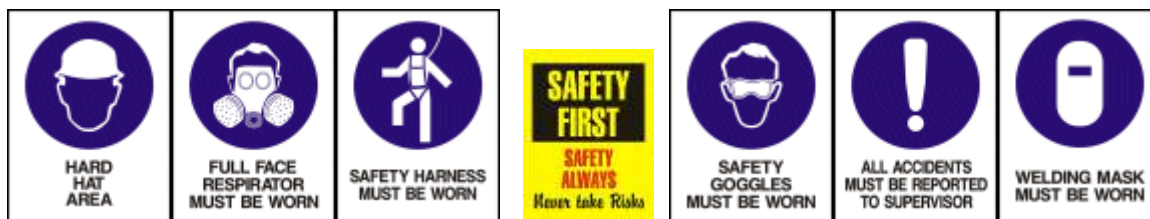
**Approved  
by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

| Description of the project                       |  |
|--|--|
| Scope of works:                                  |  |
| Estimated Commencement date and Completion date: |  |
| Hours of Operation:                              |  |
| Client:  |  |
| Site Supervisor:                                 |  |
| Construction Manager:                            |  |

**Mandatory Signs MUST be complied with as a minimum.**





**Please insert Site Layout**

A Plan of the Site to be inserted upon project commencement showing the following as a minimum

| Site Layout Plan |                           |
|------------------|---------------------------|
| •                | Site Office               |
| •                | Site Crib Room            |
| •                | First Aid Box/Room        |
| •                | Toilets/s                 |
| •                | Evacuation assembly point |

|  |
|--|
| • Location of MSDS   |
| • Parking  |
| • Environmental Controls   |
| • Spills Kit if required   |
| • If an emergency radio is kept if on the project and where                        |
| • Any other site specific point that may be required by contract / risk assessment |

Meal/Rest Breaks: **Smoko: 9:30am (15minutes) Lunch: 1pm (30minutes) however this may change check with your immediate supervisor.**

**Hazards** on this project include but are not limited to:

- Electrical shock
- Falling objects
- Struck by vehicles and plant
- Falling from heights
- UV and other climatic conditions
- Manual handling
- Protruding objects.

All hazards are identified and risk assessed in the SMP (Safety Management Plan)

**For all activities onsite there needs to an associated SWMS. If unsure speak to supervisor.**

SWMS are in the SMP and all workers **must**

1. Read and understand the SWMS.
2. Sign the SWMS.
3. Strictly work to the requirements of the SWMS unless it is not safe to do so, in which work is to stop and the supervisor must be notified immediately.

### **Evacuation Procedure**

In the event of a site evacuation, the following will occur:

- Radio personnel are to warn others.
- Use the most direct and safest route to the assembly point.
- All vehicles/plant shall stop work, switch off all plant.
- All ground personnel shall stop work and head towards the assembly area.
- The Site Supervisor is to perform a head count at the assembly area.
- If the Site Supervisor is not on site, then the nominated representative shall perform the task as the Site Representative.
- Nobody is to leave the assembly area unless they have been instructed to do so by the Site Supervisor or his representative.

Some reasons to evacuate may include but not limited to

- Personal injury to workers or public
- Gas leak
- Fire or explosion
- Damage to services such as electrical or water
- Bomb threat

#### **First Aid – Accident/Incident and Hazard reporting procedure**

- **All accidents/incidents or injuries must be reported to the Site supervisor immediately.**
- Isolate hazards or get someone to act as a spotter until reports and measures are put in place. This is to ensure no further injuries occur.

#### **Emergency Spill response Procedure**

This may include but not limited to Fuel, Oil, Chemical or hazardous material spillages:

- Stop work and shut off all ignition sources i.e.; engines, naked flames, no smoking, etc.
- Notify the site supervisor immediately.
- Ensure other do not enter the area.
- **If safe to do so** bund or control the spillage from entering drains or water courses.
- Site Supervisor will notify relevant authorities as per legislation and dispose of materials as per local guidelines.

## Communication

Please check the notice boards for any new information.

Also a weekly toolbox will be conducted.

A daily pre start is conducted every morning by the Site Supervisor. All workers must attend and sign this as a mandatory requirement.

| Project Safety Rules  |  |
|---|--|
| General   |  |
| All site visitors and deliveries must report to the site office / Supervisor.   |  |
| <b>All site workers must sign in and sign out each day.</b>   |  |
| All Site workers must attend a site-specific induction and be the holder of a current General Industry Induction Card and present it for viewing and recording before commencing. <i>(NO CARD NO START)</i> . |  |
| Parking is in designated areas only.  |  |
| <b>Report all injuries to the nominated First Aid Attendant or Site Supervisor.</b>   |  |
| Lunch sheds and closed in construction areas are "smoke free" zones   |  |
| All fire safety precautions / signage etc. are to be obeyed.  |  |
| Alcohol and drugs are not permitted on site and persons under the influence will not be allowed on site. Glass containers are not permitted on site   |  |
| Animals are not permitted on site   |  |
| Fighting on-site will not be tolerated  |  |
| Direct any queries to the Site Supervisor   |  |
| Disputes concerning Safety or Environmental matters should be directed to the Site Supervisor   |  |
| <b>Any hazards onsite that have not been addressed in the induction/SWMS should be reported to the site supervisor immediately so controls can be put in place.</b>   |  |
| Persons found stealing from site face instant dismissal and the matter referred to the police.  |  |
| Observe any health and safety directions by project management or safety personnel.   |  |
| The Management reserves the right to conduct random personal inspections.   |  |
| All Environmental controls must be in place at all times. If damage occurs, let the Site Supervisor know as it is better to get it fixed before damage is done and fines received.                            |  |

Zero tolerance on Sexual harassment. Instant dismissal depending on severity or relocation will apply.

Wear appropriate Personal Protective Equipment as per WMS at all times (Hi-Vis Clothing and safety footwear at all times including 30+ Sunscreen). Shirts must be worn at all times while in the Sun.

Syringes are to be reported to Project Coordinator prior to immediate removal DO NOT TRY TO REMOVE THE SYRINGE YOURSELF unless appropriate training and sharps container and tongs are available on site.

Any person found urinating on site except in site amenities will be removed from site. No exemptions.

Know your "obligations" under Workplace Health and Safety legislation.

Children under the age of 16 are not permitted on-site.

***If any items found on site which may be asbestos contaminated materials, isolate the area and notify Site Supervisor immediately for further assessment to be undertaken.***

#### Housekeeping

**Work areas and amenities are to be kept clean and tidy at all times.**

Access ways MUST be kept clean and free from obstruction at all times. This includes Containers.

Materials are to be stacked so they cannot fall or roll and kept tidy so they cannot cause injury.

#### Electrical

Don't use substandard or damaged electrical equipment or equipment that is not tagged correctly. All electrical equipment must be on an Earth Leakage Device (RCD) and tested before each use by the user. Leads must not be put in place where they can be damaged or in Water /Mud etc. Double adaptors are prohibited.

#### Plant

Plant has the right of way at all times. If approaching Plant, don't assume that the operator has seen you, ensure acknowledgement of your intent before proceeding around Plant to the operator.

Plant Operators are not to use mobile Phones while operating Plant.

**All vehicles whilst onsite must have working flashing lights on.**

Compressors must have clips in all joins and inspect hoses before use with wheels chocked and brake on if fitted.

No person is to ride in back of Utes or plant where proper approved seating is not available.

One designated person is to direct Trucks reversing. If the person directing the truck is not visible, the Truck is to stop until the person is visible again and instructs the driver to recommence reversing if safe to do so.

Be aware of where you are and what you're doing at all times. Keep clear of Plant.

### **Disciplinary Action**

On the first occasion where poor safety performance becomes a matter of concern, the immediate supervisor is to speak to the employee and record such interview in a diary (Notice of the cautionary interview is to be given to the employee's Supervisor if employed by a subcontractor).

If poor safety performance persists, the employee is to be interviewed by the Project Manager or Site Manager in the presence of the safety committee, WHSO or union delegate and then served with Site Safety Instruction summarising the particulars of the issue and necessary corrective measure (The employer is also to be supplied with a copy of the Site Safety Instruction).

The relevant union delegate is to be advised of the current situation and enforcement procedure contemplated.

Failure to effect an improvement after issue of this notice may lead to removal from site or dismissal and the site union delegate is to be informed.

With the right attitudes and training in place there is usually no need for disciplinary action. However, in some cases some people have no regard for the safety of others. These types will not be tolerated.

***SCE have a legal obligation for everyone on this site. This obligation extends to all workers on this site. Persons found wilfully not co-operating with safety management requirements will either be removed from site for re-induction or removed from site altogether, depending on the severity of the problem.***

| The Right Attitude  |  |
|---|--|
| Prevent Accidents   | All forms of work have a degree of risk but <b>DON'T ACCEPT THAT INJURIES AND ILLNESSES ARE PART OF THE JOB.</b><br>Most accidents can be prevented - luck has nothing to do with it.  |
| Be Alert  | Be aware of where you are and what you are doing <u>at all times</u> .   |
| Don't leave it to others  | If you see something wrong - fix it immediately, before an accident occurs - then report it, verbally or in writing. Reporting problems helps to identify trends or problem areas and prevent accidents.   |
| Take advice   | Take advice from safety personnel or project management and give sound advice in return. Don't be afraid to ask questions about health and safety before starting any work. (We all learn from asking questions).  |
| Safety & Environment Priorities   | Remember before commencing any activity, answer the following questions: <ul style="list-style-type: none"> <li>• Are controls in place to keep the Public safe</li> <li>• Is there safe access?</li> <li>• Have you been trained in the safe work method or job safety analysis?</li> <li>• Are all environmental controls in place?</li> <li>• Do you have the right equipment?</li> </ul> |
| Environmental   |  |
| Key Matters of National Environmental Significance (MNES) on this site are: <ul style="list-style-type: none"> <li>• Box-Gum Woodland</li> <li>• Natural Temperate Grassland</li> <li>• Pink-tailed Worm Lizard</li> <li>• Superb Parrot</li> <li>• Swift Parrot</li> </ul> |  |
| In the event of an encounter with native fauna, the area is to be protected until such time as the animal moves along on its own accord. In the event of an injured animal, the animal will be taken to a veterinary clinic.  |  |
| There is no site access to the West or to the North of the site. There is a 20m buffer zone around moderate and high quality habitats to the North and West of the site.  |  |
| No smoking permitted outside of designated smoking areas.   |  |