



Health and Safety Induction

For Smaller Construction Companies



Site Safe Scotland

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The slides in this presentation are designed for a short (1/2 to 2 Hour) induction session for operatives arriving on site. Statistics show that that this is often the danger period for workers.

Please take a little time to plan what you are going to say. Not all the slides in this presentation will be applicable to your situation and you will have to consider what **additional site specific information** you will need.

Some hints on delivery:

- Find a good location away from noise and distraction
- Don't rush it or try to spin it out, set an even pace
- Make sure that everyone can hear you
- Make eye contact
- Grab attention early on
- Be confident but avoid confrontation
- Keep to the point and your plan
- Keep it simple
- Use suitable humour where possible but beware of trivialising serious points
- Keep a record of content and attendees



Welcome and Introduction

To

(Company/site name)

INDUCTION



The commitment of the company to health and safety should be stressed.
Describe how the company health and safety policy works and the roles people play.

You should stress that while much of the following will cover what a principal contractor will do, there is a legal duty on individuals to contribute to safe working and a safe workplace.



Health, Safety and Environmental Policy

- We are committed to protecting the health and safety of all people working at or visiting our site
- We plan, manage, conduct and supervise all our work in compliance with legislation and best practice
- We want to ensure that all workers have a clear understanding of their responsibilities along with that of the company



Explain to inductees the importance of site inductions as all sites are different and have a wide range of hazards which will change as the site develops.

Explain that this site induction is specific to this site.

Ask inductees to pay attention for the next few minutes.



Site Inductions

- You have probably gone through hundreds of site inductions and will probably go through hundreds more
- The induction is important as all sites are different and have a wide range of hazards which will change as the site develops
- This site induction is specific to this site and provides you with information on the current hazards of the site and tells you about the site rules

Please pay attention for the next few minutes



Explain to the inductees the requirement to observe site specific elements appropriate to their own work activities and/or site wide hazards. These may include but not be limited to the following;

Open Excavations, Work at Height, Overhead Power Lines, Confined Spaces, Contaminated Land, Excessive Vehicle Movements, Traffic Management Systems, Fire Risks.

Ensure that inductees are made aware of specific requirements for the production of risk assessments and method statements where specific hazards are identified.

Make inductees aware of areas of work that will require specific authorisation to proceed such as a Permit to Work.

Ensure inductees are made aware of restricted areas and the reasons for the control measures in place.

Project specific conditions/requirements



The project

- Its History
- Current stage
- Future Programme of work
- Type of construction
- End use and clients requirements
- Location of statutory notices



Describe the type of situations that you might expect to require evacuation for your site.
Have a site layout plan available.

Ensure that inductees know what the alarm sounds like on the site and how to raise it.

Ensure that they know the different routes (KEEP THEM CLEAR) that they may have to use to leave the site and where they should assemble for a role call.

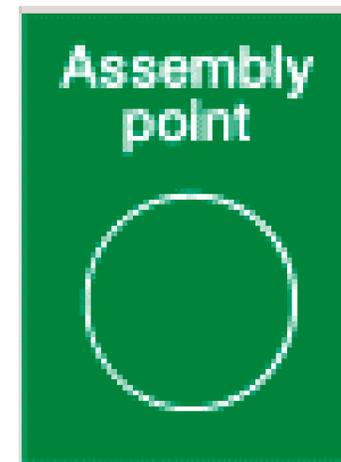
Ensure that they know where fire fighting equipment is situated, that they are trained to use any fire equipment and that they should only attempt to fight small fires, have a clear escape route and only after the alarm has been raised.

Stress prevention and give examples of ignition sources.

Information sources: Construction Fire Safety (CIS51).

Emergency Evacuation & Fire

- The Alarm
- Exit Routes
- Assembly points
- Fire points
- Fire Prevention
 - No smoking and be aware of other possible ignition sources
 - Keep the site tidy - less material to burn
 - Hot work permits





Clients and main contractors are required to ensure that those on site are competent. Increasingly the evidence needed is a card from a recognised registration scheme.

More information on the schemes available can be found on:

www.citb.co.uk (CPCS-Plant operation, FASET-Safety Nets, CISRS-Scaffolding)

www.cscs.uk.com (A wide range of building and civil engineering occupations from unskilled to management levels)

www.skillcard.org.uk

www.ace.uk.net (Engineering construction)

There are also recognised training qualifications which may be required over and above occupational registration schemes e.g.

IPAF- Powered access (scissors and boom lifts)

PASMA- Alloy tower systems

NRSW- New Roads and Streetworks' Supervisor and operative card

For some activities it may be that there is not a scheme but evidence of training is required e.g. abrasive wheels.

Can you provide evidence of your skills?



A current registration card

e.g. CSCS, CSCS Affiliated Schemes (or equivalent)

If not – why not?



Ensure that workers know who to contact and how to reach them. Amend list as required.

Ask the workers to write down the information on this list – or provide a printed sheet.



Your site staff are:

- Site Contracts Manager:
- Engineers:
- Supervisors:
- Safety Representative:
- Safety Officer:
- First aiders:
- Fire Marshal:

- Your site contact telephone number is:



Ensure that all inductees are made fully aware of the site procedure for recording who is on site at any given time.

Explain to them that the main purpose of this is to ensure that all persons are accounted for in the event of an emergency situation, not as a timekeeping tool.

Explain that any person not accounted for in an emergency will be treated as missing and may put emergency workers at risk by looking for someone who isn't there.

Explain that failure to comply with this requirement may result in disciplinary action being taken against offenders.

Who's on site



Please ensure you sign in and out of the site - if you do not, we will not know you are here for security and emergency purposes



Show where facilities are on site plan.

Reinforce that while management have the responsibility to provide suitable and sufficient welfare facilities (HSE Construction Information Sheets No 18 and No 46) workers have a responsibility to look after facilities and report any damage or vandalism.

Leave toilets and canteens as you would wish to find them.

Be aware of first aid procedures for the site and who to contact/where to go for help.

Welfare on site



TOILETS



CANTEEN



FIRST AID

Find out where these facilities are located



Stress the importance of good housekeeping to prevent slips, trips and falls and remove material that could fuel fires. A high number of accidents occur on construction sites due to workers tripping over rubbish and waste. Failing to ensure a tidy workplace is as unsafe and could cause the site to be closed down.

Cover any waste management requirements i.e. location of skips, disposal requirements.

Discuss any environmental issues for the site e.g. chemicals, smoke, noise or even wildlife.

Always clear up your own rubbish



“A Clean site is a safe site”



All waste should be disposed of in the correct skips.

Under no circumstances shall liquid waste, such as paints or solvents, be allowed to soak into the ground or be poured down drains. This is 'hazardous waste' and should be disposed of in line with current legislation.

Bonfires shall not be conducted on site.

Environment & Waste Disposal

All waste should be disposed of in the correct skips

- Under no circumstances shall liquid waste, such as paints or solvents, be allowed to soak into the ground or be poured down drains. This is “hazardous waste” and should be disposed of in line with current legislation.
- Bonfires shall not be conducted on site





Points to reinforce:

Basic hygiene - hand washing before eating.

Is food properly stored and cooked.

Carefully dispose of leftovers so as not to attract vermin which may carry Weil's disease.

Standard site rules



No food or drink to be taken on site –
you must consume these in your canteen

Ensure that inductees are made aware of the different types of signage, their colour codings and meanings. Give examples where appropriate:

Red Prohibitive **(Must not do)**

No Smoking, No unauthorised entry, Do not touch, No vehicles, etc.

Blue Mandatory **(Must do)**

Wear hard hat, Wear eye protection, Wear hearing protection, Sound horn, etc.

Yellow Caution **(Hazard warning)**

Fragile roof, High voltage, Asbestos, Fork lift trucks, Low headroom, etc.

Green Safe Condition **(The Safe Way)**

First aid, Escape route, Assembly Point, Eye wash, Emergency phone, etc.

Explain to inductees that all signs will have a pictogram as well as text indicating the condition required.

Explain that some signs may contain a combination of two or more conditions for example; Danger LPG (yellow) No smoking (Red).

Please note that fire precautions equipment may also be depicted by a red sign.

Signs on Site



- Always comply with safety signage
- Read the labels on containers before using any substances
- Use any safety precautions required



Explain to inductees the importance of reporting for work in a fit state. It is not only their safety that is at risk but those around them who could be affected by what they do.

Explain that any person reporting for duty under the influence will be treated very harshly and that removal from site is not just a threat.

Make inductees aware of the Company Drug and Alcohol policy (if appropriate) and inform them of the procedures for testing and counselling.

Ask the inductees if any of them are on medication for a specific medical condition which may impair their performance to make this known to their manager so that appropriate measures can be put in place.

Drugs and Alcohol



- Any persons caught in possession of or under the influence of drugs or alcohol will be removed from site



- If you are on drugs for any medical reason, please inform your supervisor at once



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K'ku'j gr hwn'vq'gzr nkp'yj g'tgcuqp'hqt 'yj qug'twngu0'



These may be a hazard if someone is trying to shout for your attention



Stress that horseplay on site will not be tolerated and could lead to dismissal and the incident being reported to the police or HSE as this could be seen as assault.

Example:

On one site a worker flicked a lit match at a colleague as a joke. Unfortunately the man's overalls had inflammable liquid spilled on them and he ended up with serious burns.

Stress the need for common sense!!

No horseplay



Someone could get hurt



PPE means all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety.

PPE should be regarded as a ‘last resort’ when considering control measures. Other methods should be considered and used that will reduce or eliminate risk to injury. However, where PPE is the only effective means of controlling the risks of injury or ill health, then employers must ensure that PPE is available.

Employers must assess the work being undertaken and the environment his employees will operate in when determining the appropriate PPE to be worn. Example: - A typical construction/building site may require workers to wear a Hard Hat, Coveralls, Safety Footwear, Gloves, Eye Protection and High Visibility Vest. These must be provided **free of any charge** to the employee.

Main Contractors must check that all subcontractors are conforming by providing PPE for all their employees (those who are self-employed for tax reasons, but who otherwise work in an employee – employer relationship are also entitled to receive PPE) **free of charge**.

Risk Assessments must also highlight any additional PPE requirement from the above example depending on the particular hazards so that appropriate PPE is issued. This also must be provided **free of charge**.

Employees should be made aware of their responsibility to wear the PPE appropriately, take care of equipment and report any defects. They should also be informed that if they do not wear or misuse any PPE that has been appropriately issued that this could lead to disciplinary action. **This equipment is provided for their protection.**

Personal Protective Equipment



- Look after your P.P.E. and always wear it when required
- Please ask your supervisor to supply these items as and when required



You will only be allowed to use plant and equipment where trained and authorised to do so.

Stress that equipment must be fit for use and should be subject to an inspection process and that any defects must be reported.

Consider the hazards from:

- electricity
- moving parts / sharp edges
- fuels
- noise
- vibration
- dust / flying debris
- heat / cold

Plant and Equipment



You are required to work safely and use plant and equipment correctly...they are **YOUR** responsibility



Stress working at height is the biggest single cause of construction fatalities each year with 40-50% of the total each year.

Describe the kind of height work on the site and the controls required using the following slides to stress main points.

Working at height



- Use secure platforms with proper edge protection
- Protect holes, leading edges and fragile materials
- Consider weather conditions
- If in doubt - speak to your supervisor



Explain that those who are to erect or alter scaffolding and towers should ensure that the site office has a copy of their training records and those persons should be authorised by the site accordingly.

Discuss the issues of working at low levels and the use of trestles, joiners stools and 'hop-ups' etc. Confirm the site's policy on the use of these.

Working at height



Only trained operatives are allowed to erect alter or dismantle scaffolding or mobile towers

Always ensure alloy towers and system scaffolds are erected to the manufacturers build guide



Fall arrest equipment includes:

- Safety nets
- Crash Decks
- Air bags
- Bean bags
- Harnesses
- Arrester blocks
- Shock absorbing lanyards

All of these systems depend on being used properly, regularly inspected and any defects being reported to the right person. They should only be used where working platforms are not practical.

Those working in 'cherry pickers' and other forms of powered access equipment should wear a harness and short restraint harness lanyard. Note: it may be site policy to wear a harness when in a scissor lift.

Improper use and non-use of fall arrest will result in disciplinary action.

Note: emphasise the need for rescue procedures to be documented and where possible tested. It is not appropriate to rely on the Fire and Rescue Service.

Working at height



Where the risk assessment requires the use of fall arrest equipment it must be used in accordance with a safe system of work including emergency rescue procedures



Ladders and Stepladders should be used for access or as places of work **ONLY** when there is no reasonably practicable alternative and it is safe to do so.

Working at height



- Use the safest access equipment for the job, (not the most convenient)
- Ladders and stepladders must be located on a firm level base and only used for short duration light duty

Keep your knees below the top tread when working on a stepladder



Explain to inductees that manual handling injuries cause more lost time at work than any other single work related cause. These are normally back injuries but also include muscle strains and sprains, hand and foot injuries.

Explain to inductees that there are a number of mechanical aids available to reduce the amount of manual handling on site. These should be used wherever practicable.

Explain the site policy on handling blocks weighing more than 20Kg and bagged products of more than 25Kg.

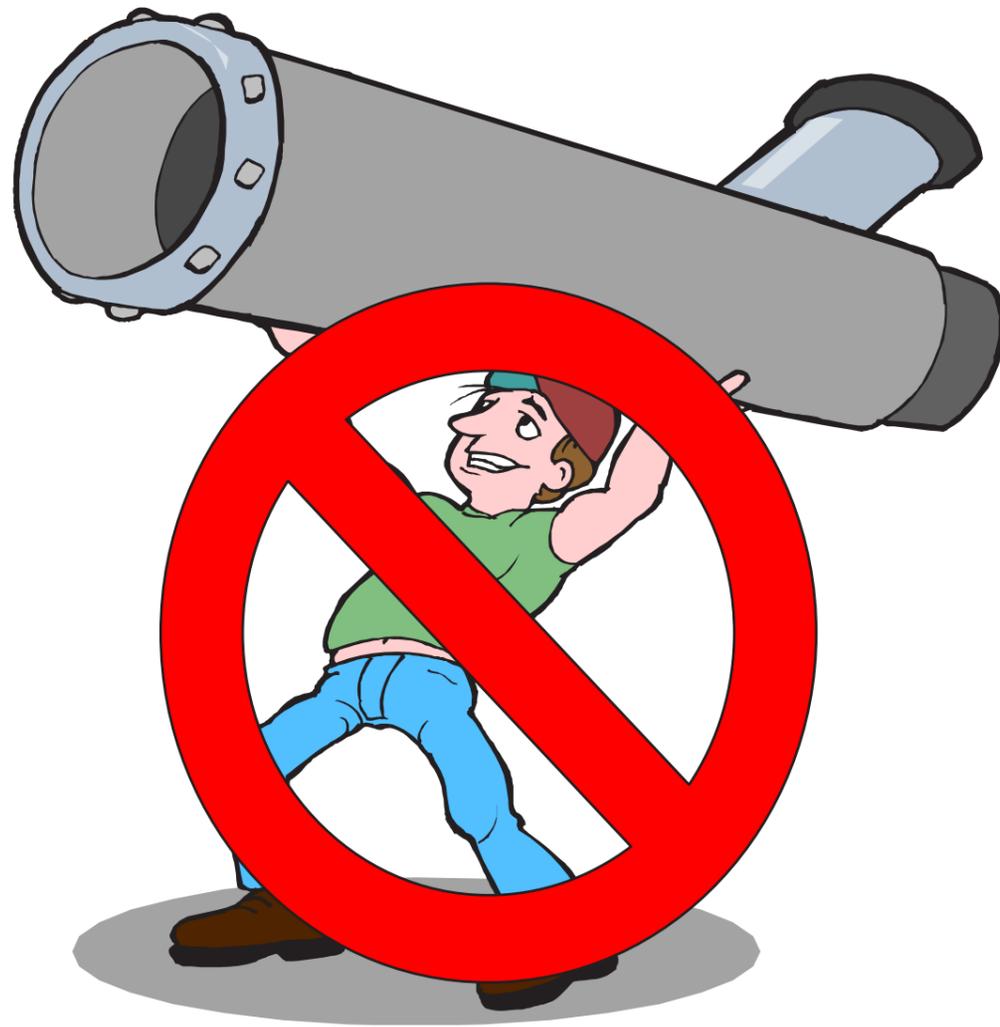
For ground works contractors explain the need to use mechanical aids for kerbs and manhole covers and rings.

Explain that no person should attempt to lift any object that they are not comfortable with.

Explain that loads that are bulky, heavy, unwieldy, or are to be carried over a long distance require an assessment to be carried out and precautions put in place to minimise the risk of injuries.

Where possible larger loads should be broken down into smaller loads and/or team lifting should be considered, but with caution.

Manual Handling



- **DO NOT** attempt to carry or lift anything that is too big or too heavy
- Inform your supervisor and ask for assistance



Ensure that inductees are made fully aware of the requirement, that only trained, certificated and authorised personnel will be permitted to operate driver operated plant.

This may include but not be limited to; Dumper Trucks, Cherry Pickers, Scissor Platforms, Excavators, Road Rollers, etc.

State that all plant operators will be required to produce evidence of their training before being given authorisation to operate any given item of plant. This may include the production of a CPC or IPAF card or suitable equivalent.

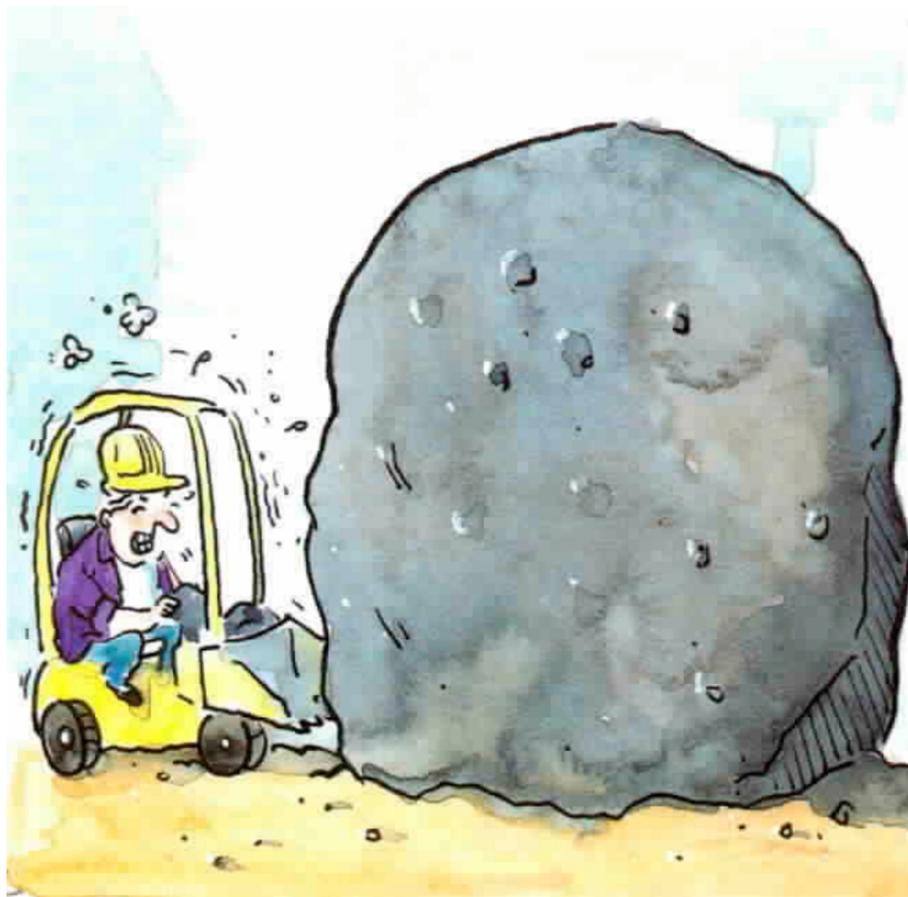
Ensure that inductees have suitable evidence of competence and are aware of the site requirements/hazards e.g. traffic route, dangerous slopes, high voltage cables.

Avoid reversing on site or use trained banksmen and ensure that loads are properly slung/secured.

Don't take passengers.

Ensure that where vehicles are provided with seat-belts they are used properly.

Plant Operation



Only trained and authorised personnel can operate driver operated plant e.g. dump trucks



Keep to designated pedestrian routes on site plan. Be aware of vehicles turning or slewing.

Highlight Traffic Management Plan and explain what it currently contains and advise that this will be updated regularly.

Explain that parking is only allowed in designated areas on site in order to keep site roads clear for construction plant and emergency vehicles.

If you can't see the operator - he can't see you!

Vehicles on site



- Only use identified walkways
- Be aware of plant operating near you
- A Traffic Management Plan is displayed in the site office
- Parking is only allowed in designated areas



Ensure that inductees are made aware if this site has a particular asbestos risk and what procedures are currently in place to deal with it.

If asbestos is a risk factor on site, explain to operatives that they will receive specific information and further inductions in respect of this risk.

In the meantime inform inductees that if they discover any material which they suspect may contain asbestos, that they should **STOP WORK** and report the situation immediately to their supervisor or manager.

Confirm the need for certain workers to have asbestos awareness training.



Asbestos

- Asbestos IS/IS NOT present on this site
- You will be given specific information on any areas or activities which may expose you to asbestos

If you are in any doubt - consult your supervisor



Explain the Company's policy on HAVS and how it manages the risk.

Discuss the need for job rotation if required and the need to select and use the correct tool.



Vibration

- Hand Arm Vibration Syndrome (HAVS) and Vibration White Finger (VWF) are very debilitating
- You need to protect yourself from excessive usage of vibrating tools such as breakers and drills



The High 5 is a HSE led campaign on construction health and safety to reduce risk on site.



HSE - High Five

- Tidy sites and decent welfare
 - Falls from height
 - Manual Handling
 - Transport
 - Asbestos
-
- ✓ Plan and organise what you do
 - ✓ Make sure that you are trained and competent and know the special risks of your trade
 - ✓ Raise problems with your supervisor or safety rep



Ensure operatives are made fully aware that it is a legal requirement to report all accidents irrespective of how trivial they may seem at the time.

Explain that accident reporting is necessary to ensure that a proper investigation is undertaken so that lessons can be learned to prevent a recurrence.

Ensure inductees are made fully aware of the procedure for reporting accidents and what documents need to be completed. Inform them that there may also be a requirement to make an entry in the Principal Contractor's or Client's accident book.

Inform inductees that certain accidents are reportable to the enforcing authorities, these include most fractures and accidents where a person has more than three days off work.

Inform inductees that failure to report an accident correctly may result in disciplinary action and could jeopardise their chances of a compensation claim at a later date.



Accident Reporting



Please report any on-site accidents or dangerous occurrence to your supervisor or first aider. It is for your benefit as well as others.

For any accident you will need to make an entry in the accident book.

If you require time off work due to any injury, you must inform your site supervisor.





Please feel free to ask any questions you may have, before you sign your induction form

Thank you for your time and co-operation





**Site Safe Scotland would like
to thank all those who have
supported this project**

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Courtesy of the Health and Safety Executive (HSE)

