



Property, Development & Retail Management

Site Contractor Induction Template

Mandatory - February 2015



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One Best
Way



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Essential information about our
Health & Safety Standards.

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Site Contractor Induction Template

Overview

To ensure that our London and Retail operations have quality Health and Safety Induction, where we can set the tone and our expectations, sending a powerful message and be a key first step towards everyone ensuring contractors take responsibility for health and safety on site. This will also ensure that those undertaking the Induction are more understanding of their specific role and accountabilities in ensuring we have a safe and healthy environment for all.

Action to be taken

Site-based induction for all 'Service Partners'

All staff (engineers, electricians, fabric, surveyors etc.) should be inducted in the following as a minimum before any works commence on site;

- Emergency / first aid arrangements on site
- Hazard Register - Significant site hazards and safety or health measures/controls
 - Asbestos-Containing-Materials locations (where applicable)
 - Fire safety precautions
 - Slips and Trips guidance, safety footwear
 - Restricted Areas and Confined spaces
 - Site and Task specific Risk Assessments
 - The 'Site Rules' read and understood
- Employer's Health and Safety Policy, Health and Safety Support and how this is communicated
- Accident / Incident reporting arrangements on site(s)
- Welfare and First Aid facilities on site(s)
- Health and Safety Training and task specific training including toolbox arrangements and/or training records of all persons should be checked and verified as suitable, and in date
- Advised what supervision will be required, and by who.

All Contractors and Visitors: should be informed of the following, as a minimum:

- Health and Safety requirements of any Permit to Work
- Emergency procedures including fire alarm, safe means of escape, assembly points
- Welfare and First Aid facilities on site(s)
- Site hazards and controls that could affect or potentially be within their area of work e.g. asbestos, confined spaces, live electrics, working at height etc.
- The requirement to disclose any medical concern, which could affect their safety or health on site.
- The importance of remaining with the site escort at all times.
- The importance of stopping works, and raising any Health and Safety concerns witnessed immediately.

Visiting Contractors should be identified in some way; through using work clothing with logos, hi-vis vest with logo, and/or visitor pass/badge.

Visitors should at least be identified through a visitors pass/badge.





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Summary of Implementation and Delivery Method – Key Points:

- Delivery needs to be through discussion and testing, not through a hand-out
- Induction should be refreshed within an agreed timeframe
- Induction should include shadowing on shift
- Knowledge tested at the end of the Health and Safety Induction
- Induction records must be signed off by both inductee and inductor and retained for audit.

Action to be taken:

February 2015

Status:

Mandatory

Further help & contacts:

If you need any further information or guidance please contact any member of the Health, Safety & Security Team.



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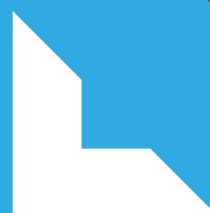
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