

SITE INDUCTION GUIDE

Health, safety and site expectations

Purpose

Every operative, subcontractor and visitor should receive an appropriate site induction before accessing the working area. The induction establishes site rules, hazards, emergency arrangements and expected standards of behaviour.

Before starting work

Workers should confirm their role, competence, relevant training and required PPE. Site-specific risks, access arrangements, welfare facilities and restricted areas should be explained before work begins.

Emergency arrangements

The site team should communicate emergency contacts, alarm arrangements, first-aid provision, fire points, muster locations and arrangements for reporting incidents and near misses.

Site conduct

All personnel are expected to follow site rules, use PPE as required, maintain good housekeeping, respect exclusion zones and stop work where an unsafe condition is identified.

Key requirements

✓	Complete induction before entering the work area.
✓	Confirm emergency procedures and muster point.
✓	Confirm required PPE and site-specific controls.
✓	Report hazards, incidents and near misses promptly.

General company template for website use. This document should be reviewed and adapted to the specific project, client requirements and applicable UK legislation before being adopted as a formal company-controlled document.

Document status: General information / template