CAIRNMEAD
Industrial Consultants (Pty) Ltd

TOOLBOX TALK

TOPIC DISCUSSED:

HEALTH & SAFETY SITE INDUCTION

Induction is the practice of providing work-related health and safety information to all parties exposed to construction work, such as new and existing employees and visitors to the site before they engage in the work. This helps them settle and become familiar with the working environment.

QUESTIONS:

1. Name the three type of site inductions.
2. What is a health and safety site induction?
3. What should be included in a site induction?

TAKE A LOOK AT THE FOLLOWING:

3 TYPES OF INDUCTIONS

EMPLOYEE

Induction involves familiarising workers with the site-specific health and safety hazards that are likely to be encountered while working on the site.

PLANT & EQUIPMENT

This relates to specialised construction Plant/machinery/equipment, ie. Erat moving equipment.

VISITORS

These are inductions for person not permanently on your site / visiting your site ie service delivery / Client / professional team members etc.

LEGAL REQUIREMENTS

SEC 8
General Duties of Employers to their employees.

GENERAL
Safety Regulations – 2C Admittance of Persons.

CONSTRUCTION
Regulations 7 (5)

WHAT SHOULD BE INCLUDED IN AN INDUCTION ?

PROJECT-SPECIFIC INFORMATION

A site induction must include project- and site-specific health and safety information.

SITE MANAGEMENT DETAILS

Give your workforce information about the management of the site.

PROJECT DETAILS

Project details in a construction site safety induction should include scope, key personnel, hazards, safety protocols, emergency procedures, and site rules.

SITE INFORMATION:

- **SITE-SPECIFIC RISKS**

  Workers should be aware of site-specific risks such as overhead work, asbestos, and underground services, alongside their usual task risks.

- **SITE PROCEDURES**

  Each site will implement procedures for safety, organisation, and work progress.

- **SITE RULES**

  The site rules must be clear and easily understandable.

- **SITE LAYOUT**

  A construction site safety induction should cover emergency points, first aid stations, firefighting equipment, utilities, site boundaries, traffic routes, and more.

TOOLBOX TALK

PROJECT NAME:

DATE:

SITE MANAGER / SUPERVISOR / PRESENTER NAME:

This form should be used by site Supervisors / Foremen / Managers during the site Toolbox Talks / Meetings & training sessions.

All the attendees should sign the register to prove their attendance.

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REGISTER

NAME & SURNAME	COMPANY	SIGNATURE