**SITE MANAGEMENT INITIAL HS&E INDUCTION RECORD**

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| **Operating business** |  | **Site Name** |  |
| **Name** |  | **Role** |  |
| **DOB** |  | **Inducted by** |  |

This induction record must be completed for any new Site Manager (SM), Assistant Site Manager (ASM) or equivalent role by the Contract Manager.

Once completed this form must be provided to the Construction Secretary and kept securely for the duration of a person’s employment.

The Construction Secretary must provide a copy of the form to the local Group HS&E Advisor ASAP, to ensure that a full HS&E Induction takes places within 4 weeks of the start date.

It is the responsibility of the Contract Manager to ensure that the SM or ASM has the required qualifications and competencies for their role and that this initial HS&E induction is completed before the person commences working in their new role.

Refer to HSMS standards – Training

**Qualifications and competencies**

**CSCS Card (or equivalent such as CPCS/ CISRS etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Card Type** | **CITB No** | **Expiry Date** | **Competency Details (Back of Card)** | **Copied ✓**  |
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**Evidence of qualifications and training: (SMSTS/ SSTS, First Aid at Work, scaffold inspection, Fire Marshal etc.)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Course** | **Copied ✓** |
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**Medical conditions**

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| In the event of an emergency, the employee should list any known condition which may affect their ability to safely leave their work area. Also any medical conditions that any First Aiders should be aware of should they become unwell at work. The employee should also keep their emergency contact details up to date via the HR Department/ HR Access System. |
| **Condition** | **Treatment or control requirements** |
|  |  |

**Evidence of induction content**

During my induction the following the following points were discussed:

|  |  |
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| **The SM/ ASM to tick off each section once discussed:** | **✓** |
| **1** | I have been informed of the location of the HS&E policy, standards and associated documentation.[Persimmon Cloud](https://hs.persimmoncloud.com/) |  |
| **2** | I have been informed of how to use these documents to ensure standards are met. |  |
| **3** | I have been informed of any site wide hazards and the importance of maintaining public protection/site security. |  |
| **4** | I have been informed of the site traffic management arrangements and shown the traffic management plan. |  |
| **5** | I have been informed of the protective clothing/ equipment to be worn on site. |  |
| **6** | I have been informed of the welfare amenities on site and the location of canteen, drying room and toilets. |  |
| **7** | I have been informed of the emergency procedures, fire alarm & equipment location and evacuation assembly point. |  |
| **8** | I have been informed of the first aid provisions on site, the location of the defibrillator, the First Aiders details and the accident reporting procedures. |  |
| **9** | I have been made aware of the permit to work systems, including hot works, excavations and confined spaces. |  |
| **10** | I have been made aware of the smoking arrangements and where smoking can be carried out.  |  |
| **11** | I have been made aware of the site operative’s comments sheet, used to raise health & safety matters to site management. |  |
| **12** | I have been made aware of the monitoring and inspections process as well as the key points from the site inspection helpcard booklet. |  |
| **13** | I have been shown the sign in/ out site procedure & the location of the site rules on the notice board. |  |
| **14** | I have been informed of where I can find contractors risk assessments and method statements. |  |
| **15** | I have been shown the working at height assessment for the site and the site working at height procedures. |  |
| **16** | I understand that I must report all accidents, incidents, near misses and dangerous occurrences must be reported to the Contracts Manager and Group HS&E Advisor asap. |  |
| **17** | I have been informed of the correct induction procedure and how to deliver this. |  |
| **18** | I have been informed of the standards required and responsibilities towards housekeeping. |  |
| **20** | I have been informed of the “Red Box” safety administration system/ Construction Phase Health & Safety Plan. |  |
| **21** | I have been informed of operating business and site specific requirements appointed by the contracts manager |  |
|  | **(Additional point, please add)** |  |

I confirm that I have received the initial HS&E site management induction delivered by the Contract Manager.

|  |  |  |
| --- | --- | --- |
| Site Manager signature  |  | Date: |

I confirm that I have delivered the initial HS&E site management induction to the newly appointed SM/ ASM.

|  |  |  |
| --- | --- | --- |
| Contract Manager signature |  | Date: |