



## **Site Induction Part 2 – Site Management Guidance**

This aide memoire has been produced to assist you with the final part of the site induction, which is specific to your site. Each operative must have completed part one of the induction using The Persimmon Way App before arriving on site. Only once the operative has completed both parts of the induction should you validate the App to show the induction process is complete and allow the operative to enter the site area and commence work.

This part 2 process of the induction gives you the opportunity to outline the project and to relay any specific issues that your site has in regards to quality, health, safety and environmental matters.

As a minimum you must explain the points below, feel free to add any other points that are pertinent to your site or the operative you are inducting.

- Tell them who the management team are.
- Show them the signing in/out process, using the QR codes.
- Show them where the first aid kits and the defibrillator are located; tell them who the site first aiders are.
- Remind them that all accidents must be reported to the site management, however minor. Also tell them what they must do in the event of an accident.
- Show them the traffic management board, and explain the traffic management arrangements on your site.
- Show them the welfare facilities and remind them to clean up after themselves. If they need access to the designated lockable toilet give them the key safe code.
- Show them where their companies RAMS are located and ensure they have signed them.
- Remind them of the PPE requirements.
- Explain to them the actions on hearing the fire alarm and where the muster point is located.
- Explain how they obtain permits to work.
- Remind them to ensure they undertake basic visual user checks of all work equipment, such as scaffolding and safety decking, reporting any issues to site management immediately.
- Remind them to inform the site management if they observe anything unsafe and not to work until the issue has been put right.
- Show them the whistle blowing and the HS&E concerns line posters.
- Show them where they are allowed to smoke / vape.
- Bring attention to the environmental noticeboard and discuss relevant constraints.
- Remind them that issues relating to building safety (i.e. anything that could later harm a customer living in the home) should be reported to the site team or the whistleblowing / HS&E concerns line. Give examples such as incorrect/missing fire stopping or structural issues.
- Discuss what level of quality and workmanship is expected.

The above list of discussion point is not exhaustive, please feel free to add additional points that will benefit you, in the execution of your duties as site management.

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