

INDUCTION INFORMATION

The following pages are a guide to help you induct any clients or visitors. They list the common hazards found on most sites.

You can also use the QR code on your Hazard Board to induct any clients or visitors on your site. Simply scan the QR code and you will be taken through the process. Once completed both you and the person being inducted will receive an email confirmation.



EMERGENCY PROCEDURES

IN THE EVENT OF AN INJURY STAY CALM!

- Shut down all plant, machinery and equipment
- Provide first aid (do not leave patient)

DIAL 111  **AND**

- Provide the address
- Identify the service you need (Fire, Police, Ambulance)
- Have someone meet the emergency services
- Call HazardCo on 0800 555 339

IN THE EVENT OF AN EMERGENCY

GAS LEAK › CHEMICAL SPILL › ELECTRICAL EVENT › EARTHQUAKE › FIRE

- Shut down all plant, machinery and equipment
- Seek shelter (if earthquake)
- Evacuate (all other emergencies)
- Proceed to assembly point (Hazard Board or other safe area)
- DIAL 111 and follow the above steps

Report ALL events (injury/illness/incident/near miss) to HazardCo on 0800 555 339

CHILDREN

- + Children should not be brought on site or enter a work area whilst work is in progress
- + Children **MUST** be supervised at all times
- + Do not allow children to climb on any plant/structures
- + Keep children away from stacked/stored materials



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CLIENT RESPONSIBILITIES

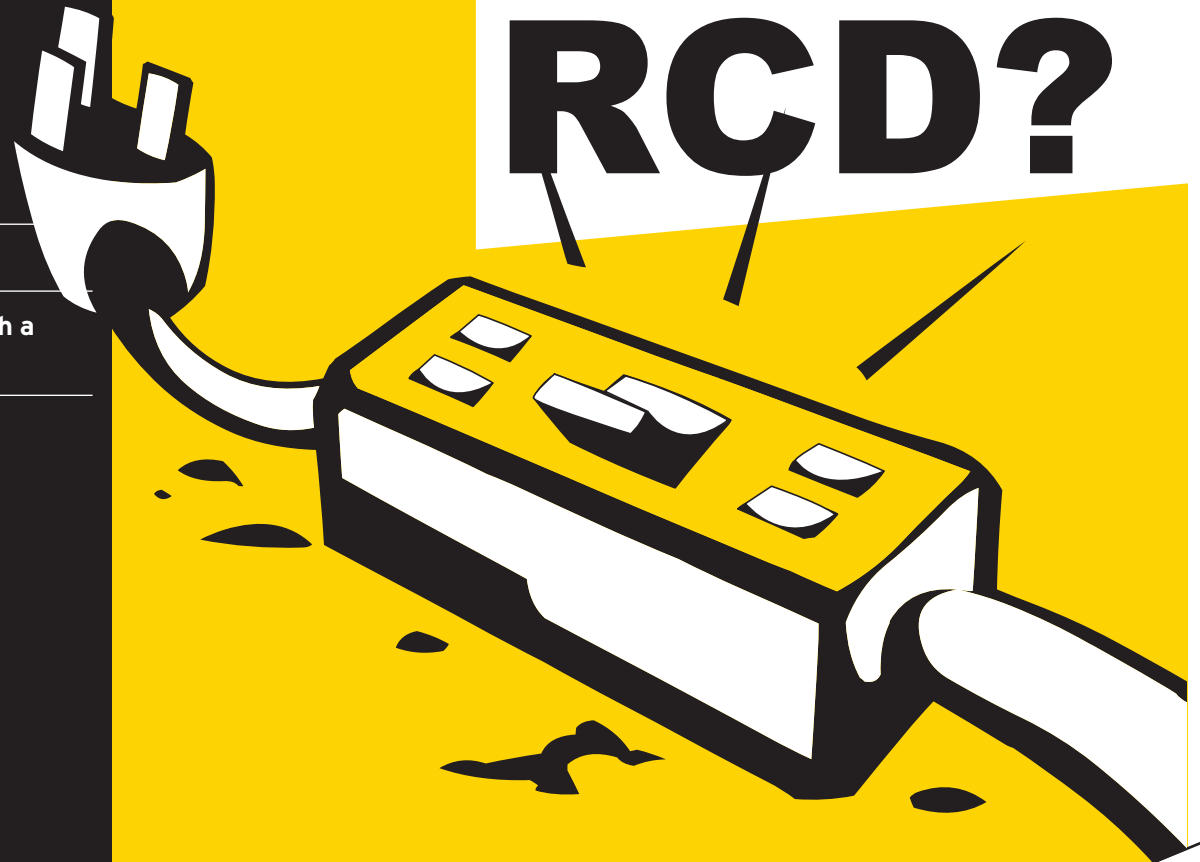
- + Follow the site rules
- + Ensure you have permission to be on site. If asked to leave, do so immediately
- + If bringing others to site, you MUST induct them using this booklet or QR code on the hazard board
- + Secure/leave site as you found it



ELECTRICITY

- + Do not touch any electrical wiring
- + Do not touch or use any electrical device without authorisation
- + Ensure all electrical devices are in good condition and are used with a residual-current (RCD)

**GOT YOUR
RCD?**

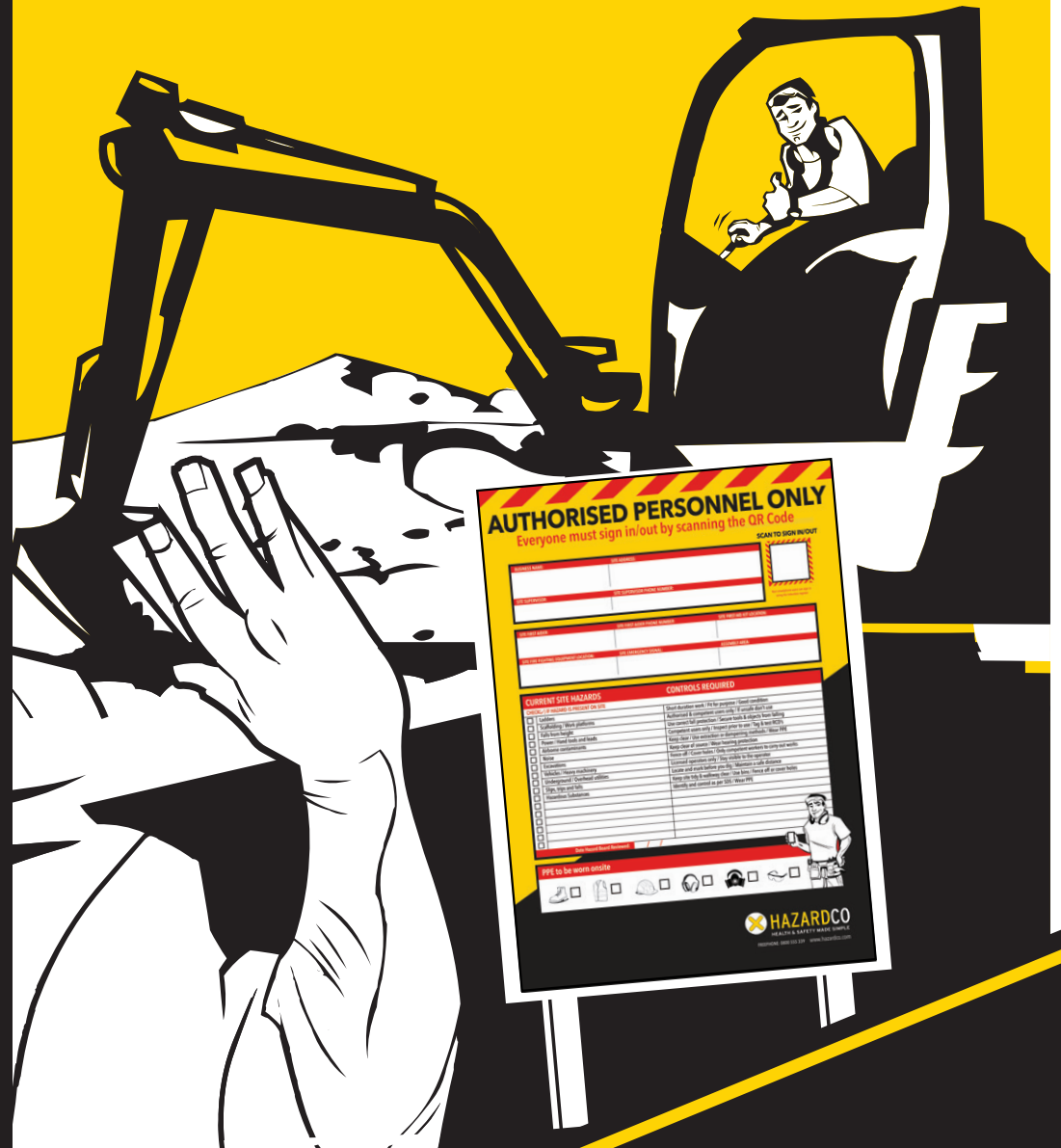


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EXCAVATIONS

- + Keep clear of machinery at all times
- + When in place, keep behind any barriers
- + Keep clear of trenches and holes



HAND/POWER TOOLS

- + Do not touch or use tools unless authorised and competent
- + Only use tools that are in good condition and with appropriate guards
- + Ensure RCD's are used with all power tools
- + Keep clear if tools are in operation
- + Use appropriate PPE



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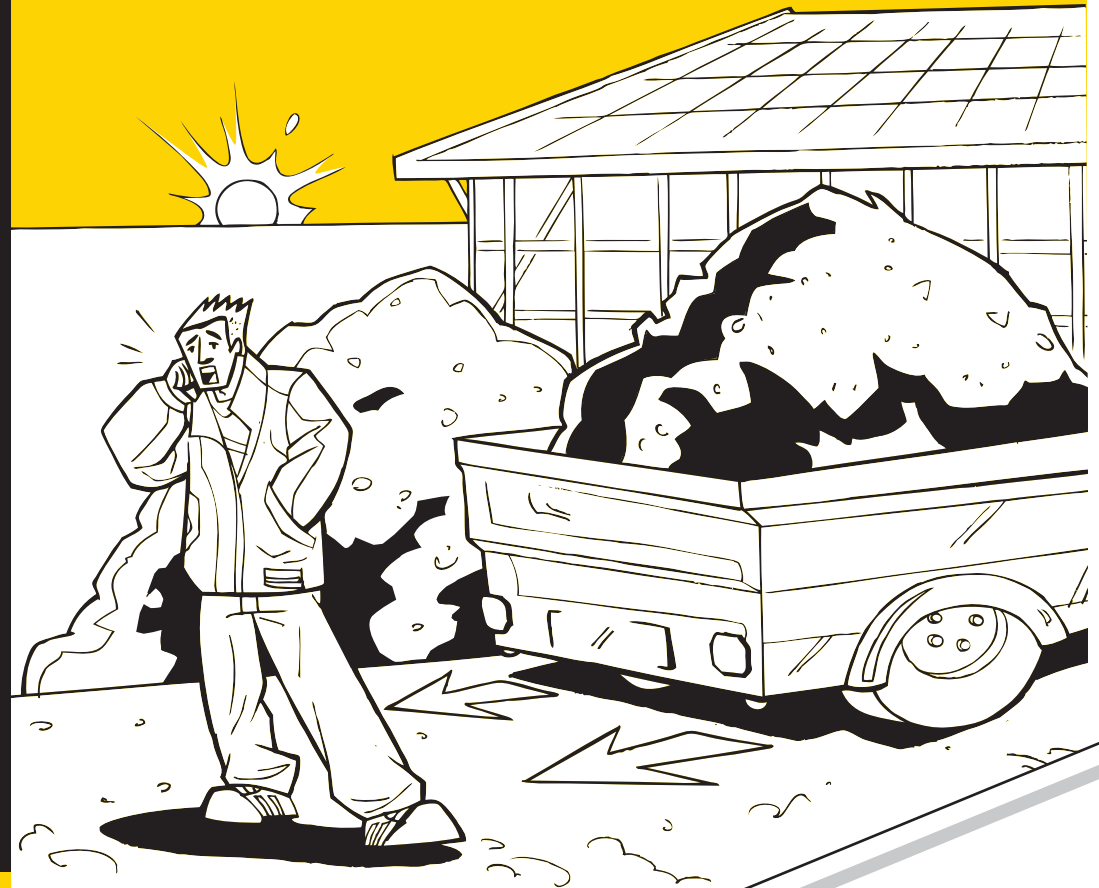
LADDERS AND SCAFFOLDING

- + Do not climb or use ladders or scaffolding unless authorised
- + Do not stand below workers using ladders and scaffolding



MOVING PLANT OR MACHINERY

- + Remain visible to operator at all times
- + Stay clear of entry and exit points
- + Stay clear of loading and unloading areas
- + Do not climb on or touch equipment



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PERSONAL PROTECTIVE EQUIPMENT (PPE)

- + The appropriate PPE gear must be worn as required on site eg safety boots, helmet
- + Ask the Site Supervisor if you feel you need any additional PPE (eg hearing protection)



REINFORCING STEEL

- + Take extra care
- + Do not remove caps
- + Report any uncapped steel to the Supervisor



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SLIPS, TRIPS AND FALLS

- + Watch your step
- + Keep clear of work areas
- + Keep clear of uneven surfaces
- + Where possible, stay on defined walkways



STACKED MATERIALS

- + Do not touch or move any stacked materials
- + Avoid storage areas
- + Do not stand near workers when materials are being moved



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