



SITE SUPERVISOR INDUCTION FORM

Enwon (Australia) Pty Ltd
 ABN: 35 055 879 420
 PO BOX 372, Cranebrook NSW, 2749

Date

This form is to be completed by the supervisor conducting site inductions as confirmation of site specific discussion topics.

Name of Supervisor Conducting Induction			
Attendee's Company Name			
Site Location		Job Description	

ISSUE / HAZARD	RISK CONTROLS	CHECK
Accident / Injury	Identify accident reporting procedures	<input type="checkbox"/>
	Explain accident / incident investigation	<input type="checkbox"/>
Amenities	Identify amenities for toilets / washrooms / rest areas	<input type="checkbox"/>
	Only park in designated areas	<input type="checkbox"/>
	Do not drive through site without permission	<input type="checkbox"/>
Communication	Use of mobile phones	<input type="checkbox"/>
	Two-way or walkie talkies	<input type="checkbox"/>
	Phone and emergency numbers	<input type="checkbox"/>
Contacts	Phone and emergency numbers	<input type="checkbox"/>
Environment	Remove trip or slip hazards from travel paths	<input type="checkbox"/>
	Store materials and supplies in a safe manner	<input type="checkbox"/>
Emergency / Evac.	Site evacuation procedures and emergency assembly	<input type="checkbox"/>
Fire	Location of fire control equipment	<input type="checkbox"/>
First aid	Identify persons with first aid certificates	<input type="checkbox"/>
	Location of first aid kits	<input type="checkbox"/>
Hazards on Worksite	Explanation of any job / work specific hazards	<input type="checkbox"/>
Hazard Reporting	Process for reporting hazards	<input type="checkbox"/>
Hazardous Substance	Make sure MSDS are current and risk controls discussed	<input type="checkbox"/>
	MSDS for all substances on site	<input type="checkbox"/>
Housekeeping	Rubbish removal, cleanliness standards	<input type="checkbox"/>
Parking	Restrictions on vehicle movements	<input type="checkbox"/>
	Identify designated parking areas	<input type="checkbox"/>
Plant & Machinery	Explain plant and equipment maintenance	<input type="checkbox"/>
	Explain specific plant requirements (exclusion zones etc.)	<input type="checkbox"/>
PPE	PPE must be worn at all times	<input type="checkbox"/>
	Site specific PPE	<input type="checkbox"/>

	Task specific PPE	<input type="checkbox"/>
Restricted Areas	Identify exclusion zones for loading / unloading	<input type="checkbox"/>
	Erect barricades to keep area secured from public	<input type="checkbox"/>
	Make sure correct safety signs are used	<input type="checkbox"/>
SWMS	Explain work method statements for specific tasks	<input type="checkbox"/>
	Sign off on work method statements to be used	<input type="checkbox"/>
	All work method statements to be reviewed for job tasks	<input type="checkbox"/>
	All workers to confirm training and understanding	<input type="checkbox"/>
Security	Explain site security of plant, equipment, materials etc.	<input type="checkbox"/>
Site Layout	Explain layout of site using maps or walk through	<input type="checkbox"/>
Site Safety Rules	Discuss relevant site specific safety rules	<input type="checkbox"/>
	Location and explanation of safety signs	<input type="checkbox"/>
Toolbox Talk	Daily toolbox talk at start of work	<input type="checkbox"/>
	All workers to attend and sign attendance at toolbox talk	<input type="checkbox"/>
Traffic / Plant	All moving vehicles must have a spotter	<input type="checkbox"/>
	Hazard lights to be equipped and used	<input type="checkbox"/>
	All tools to be locked in vehicles	<input type="checkbox"/>
	Site specific traffic management plan	<input type="checkbox"/>
Waste	Identify waste containment, recycling and removal	<input type="checkbox"/>
	Place all rubbish in appropriate containers	<input type="checkbox"/>
Other (List)		
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

DECLARATION				
<p>I confirm that I have delivered the site specific induction covering all of the above listed topics. I confirm that all workers have completed the individual induction form and understand the requirements prior to beginning any work on this site.</p>				
Name		Signature		Date