

**SITE SPECIFIC - INDUCTION CHECKLIST**

**Company:**

**Name:**  **Contact No:**

**Emergency Contact Name & Number:**

***The Inductee has:***

* Been advised of the site specific minimum PPE requirements (Hi-vis, hard hat, safety boots, safety glasses & comply with any signage)
* Needs to read & sign onto SWMS/JSA (cannot start work without a SWMS or JSA)

Been familiarised with:

* + The Visitor Register (Must sign in/out daily and read site notes)
  + The sites Emergency Assembly Area (Next to wind sock inside front gate, weigh bridge office OR Admin carpark**)**
  + The sites First Aid Kit Location / Emergency Contacts for site
  + Incident Reporting (report any incident or near miss to Contractor’s UDC Representative)
  + **In the event of an AMMONIA leak emergency – if the siren sounds or you smell ammonia, walk quickly but calmly to the upwind assembly area. Remain here until advised further by Site Manager, Delegate or Emergency Service.**
  + The sites Traffic Movement Plan (obey onsite speed signs, signage & caution required at main gate with highway traffic).
  + Site Security requirements (phone for gate entry, no wandering, contractor responsible for securing their tools/materials)
  + The Site’s Permit Systems – Hot Work, Confined Space, LOTO, Excavation, etc
  + The sites Environmental protocols (report any spillages immediately)
    - Rubbish placed in bins and work area maintained daily
    - Appropriately dispose of any Dangerous Goods & any other Hazardous materials
  + The handling of Dangerous Goods (DG) required for their works & to provide the MSDS for such DGs
  + Smoking in designated area only
  + Contractors Amenities Area Lunch room, toilets. (need to treat like your home and clean up).
  + The electrical cables test and tag requirements (leads industrial type & tagging up to date at their cost)
  + GMP protocols (hygienic zones, sanitize equipment/materials/boots, clean clothes, not sick, as per General Hygiene induction attached.)
  + ADDITIONAL PRECAUSTIONS HAVE BEEN IMPLEMENTED DUE TO COVID 19 PLEASE BE AWARE WILL BE RESTRICTED TO SPECIFIC AMENITIES BUILDINGS/AREAS - Please practice increased self hygiene (regular hand and boot sanitizing) and social distancing at all times (including limiting social interactions when not on site). These measures have been put in place to protect people. If you do not comply to the UDC hygiene policies you will be asked to leave the site immediately.
  + Been given the opportunity to ask questions to have any concerns or issues clarified

*By signing the below, I acknowledge the above site-specific requirements have been explained and are understood.*

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| Inductee Name: | Signature: | Date: |