

Induction Checklist

8 REES CRT SITE INDUCTION CHECKLIST

- Site contact name and details---
PaulNewton- Bulider no. 123456789 – PH-0412356789
- Site first aiders and location of first aid and emergency—**Paul Newton and Murfey Mc Fixah. First Aid located In site shed and front Right hand corner of site- See Site Plan.**
- All emergency evacuation information (as per site plan)—**Emergency evacuation ponts marcked on plan and running man sign on both exits**
- Location of site amenities, site office and other key areas—**Site Toilet and water tap located on left hand side of front block .**
- **Site office located on RH side of front block – Refer to site plan.**
- Process for notifying site management of incidents and near misses. -**Any Incidents to be reported to Site Manager and foreman - Paul Newton at the Site Shed and Documented.**
- Key environmental objectives for the site including waste management (use site plan to show bin locations).**Hazardous waste depot at rear of site . General building waste in Cage at front of site. Or Skip bin if supplied in loading goods area.**
- **Workplace behaviour standards.—If these general behavioural standards aren't flowed , contractor will be asked to leave site immediately.**
- Minimum PPE required for access- **Hard hat, Eye and ear protection Required on site**

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.