

Site Induction and Training Record

Site induction for a worker, contractor or new starter: topics covered, competence cards and training with expiry dates, PPE issued, questions and signatures.

1. Who is being inducted

One record for each person.

Project

Filled in from the project in SiteSurvey.

Site *

Site address

Date *

Induction given by

Name of the person *

Employer

Trade or role

Type of induction * (choose one)

- ☐ Site induction for a worker
☐ Short induction for a visitor or delivery
☐ Company induction for a new starter

On construction sites, HSE says the principal contractor must ensure all workers have site-specific inductions, and any further information and training they need.

Emergency contact name and phone

Would they need help to leave the site in an emergency, or is there a health condition the first aiders should know about?

☐ Yes ☐ No

What should we know? (if applicable)

Only what the person chooses to share.

2. What was covered

Tick each topic as you cover it.

Topics covered (tick all that apply)

- ☐ Site rules and working hours
- ☐ Site layout, access and traffic routes
- ☐ Welfare facilities
- ☐ Fire alarm, escape routes and assembly point
- ☐ First aid and how to report an accident or near miss
- ☐ Protective equipment needed
- ☐ Permits to work
- ☐ Risk assessments and method statements for their work
- ☐ Asbestos and other known hazards on this site
- ☐ Work at height
- ☐ Plant and vehicles
- ☐ Manual handling
- ☐ Hazardous substances
- ☐ Waste and the environment
- ☐ Signing in and security
- ☐ Drugs and alcohol
- ☐ Stopping work if something is unsafe
- ☐ Other: _____

Have they read the risk assessment and method statement for their own work?

- ☐ Yes ☐ No

Who is their supervisor on site?

Protective equipment issued today (tick all that apply)

- ☐ Hard hat
- ☐ Hi-vis
- ☐ Safety boots
- ☐ Gloves
- ☐ Eye protection
- ☐ Hearing protection
- ☐ Mask or respirator
- ☐ Nothing issued

Was the induction given in a language they understand well?

- ☐ Yes ☐ No

If applicable: Arrange a translation or an interpreter before they start work. An induction that is not understood has not been given.

3. Cards and training

One entry for each card, ticket or certificate you have seen.

Did you check any cards or certificates?

- ☐ Yes ☐ No

Cards and training (copy this block for each one; if applicable)

Card, ticket or course *

For example CSCS, IPAF, PASMA, first aid, asbestos awareness.

Number

Expiry date

Days until it expires (if applicable; worked out automatically in the app)

If applicable: Expired. They should not do work that needs this card until it is renewed.

Photo of the card (photos: attach, or note the file names)

4. Check and signatures

A few questions to check it has gone in.

Where is the assembly point?

Who do you go to for first aid?

Are you satisfied they understood the induction?

☐ Yes ☐ No

Badge, sticker or pass number

I have had the induction above. I understand the site rules and will follow them, and I will stop and ask if I am not sure something is safe.

Signature of the person

Signature of the person giving the induction