

Site induction

It is a requirement of health and safety law that employees are provided with health and safety training whenever they are exposed to new or increased risks. When employees first arrive in the company or at a new site, this training takes the form of an induction.

It is a legal requirement under the Construction (Design and Management) Regulations 2015 that principal contractors and, where applicable, contractors must ensure that a suitable site induction is provided.

It is accepted that providing proper and effective health and safety induction training can have a significant impact on the likelihood of accidents and injuries during a person's first few days, weeks or months with a company or on a particular site.

The above requirement on contractors to provide site inductions means that inductions must be carried out on any type, size and duration of a project.

Different companies will have different issues to include in the induction training. The requirements will vary as work on the site progresses. In the early days there may be demolition, excavations and other activities at ground level.

As the site and above-ground works progress, the hazards will change, and it will be necessary for the emphasis in the health and safety training to change.



Induction training

The Management of Health and Safety at Work Regulations 1999 require every employer to ensure that employees are provided with adequate health and safety training in the following situations.

- During recruitment into the employer's undertaking.
- When exposed to new or increased risks, because:
 - they have been transferred or given a change of responsibilities within the employer's undertaking
 - new work equipment, or a change regarding work equipment already in use within the employer's undertaking, has been introduced
 - new technology has been introduced into the employer's undertaking
 - a new system of work or a change regarding a system of work already in use within the employer's undertaking has been introduced.

Types of inductees

It must be appreciated that different types of inductee will probably require different levels or styles of induction training, because of their varying levels of knowledge, experience and competence within the industry, such as:

- young people joining the industry for the first time (this will generally be persons joining a company as trainees or apprentices)
- persons arriving at a new site, even though they have been in the industry for some time
- persons transferring between companies within the industry
- persons who have been promoted (for example, from tradesperson to chargehand)
- employees who have been given different responsibilities (for example, employees who have successfully gained competence cards for specific items of plant, and will now be driving plant on site as opposed to their former occupation)
- those who do not regularly work on the site, but visit occasionally (for example, architects or students).

Continues on next page

Site induction *continued*

Induction content

The induction should be site specific, and highlight risks and control measures. The following should be considered.

- The outline of the project.
- The management of the project.
- First-aid arrangements.
- Site rules.
- Logistics and traffic/site management plan.
- Arrangements for consulting the workforce on health and safety matters.
- Fire evacuation procedures.
- Accident, incident and near miss reporting.
- Arrangements for briefing workers on an ongoing basis (such as noticeboards and toolbox talks).
- Individuals' responsibilities for health and safety.

CITB has made every effort to ensure that the information contained within these documents is accurate. The content should be used as guidance only and not as a replacement for current regulations, existing standards or as a substitute for legal advice and is presented without any warranty, either express or implied, as to their accuracy. In no event will CITB be liable for any damages arising from reliance upon the content.