

SITE WORKER INDUCTION SESSION

Inductee is a Marisco employee?	<input checked="" type="checkbox"/>	Inductee is a bona-fide contractor worker?	<input checked="" type="checkbox"/>	Inductee is a temporary site visitor?	<input checked="" type="checkbox"/>
Inductee is a labour-only contractor?	<input type="checkbox"/>	Inductee is an agency worker?	<input type="checkbox"/>		

Inductee		Inductee's Business name (if applicable)	
Marisco Inductor			

Please print full name

The purpose of induction is to provide the worker with the H&S information they need to work without risk to their health, safety or well-being

Personal Protection Equipment (PPE)	<input checked="" type="checkbox"/>																				
Further relevant info will be found in our CDM Plan and Risk Assessments																					
Marisco will supply PPE to its employees. Wearing of PPE is mandatory. Contractors must supply and maintain their own PPE.																					
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Slips, trips and falls	<input checked="" type="checkbox"/>
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One of the most frequent causes of injury in the workplace is workers tripping over objects left carelessly lying on the floor, or slipping on spills that should have been isolated and cleaned up straight away by the first person to see it. It is everyone's responsibility to keep the work site tidy, clear of rubbish and tools, and free from potential slip and trip hazards ... As well as preventing injury to people being struck from falling objects as they pass nearby or underneath active sites.	

Portable Electrical hand-tools	<input checked="" type="checkbox"/>												
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All electric portable tools must only be brought on site if they have the correct guards in place, are regularly visually inspected and have been PAT-tested in accordance with table:													
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Working at Heights	<input checked="" type="checkbox"/>
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Falling from any height can cause serious, life-threatening injuries if your unprotected head hits a sharp object as you fall. Falling down unprotected stair wells, into trenches, or through weak roofs account for many fatalities every year. Workers must only use well-maintained Class A ladders and step-ups on site.	

Fire and emergency evacuation of site	<input checked="" type="checkbox"/>										
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A fire can engulf a building in minutes so it is essential every person on site knows what they have to do in the event of an emergency that requires them to leave the building safely.											
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First Aid	<input checked="" type="checkbox"/>
Further relevant info will be found in our CDM Plan and Risk Assessments	
All workers should make themselves familiar with the location of the site's First Aid kit and who on site is qualified to administer first aid. In the event of an injury at a remote site where no one is available to help, either call H.O. who can arrange for a first aider to attend within a matter of minutes, or if the nature of the injury is dire, call 999.	

Control of Substance Hazardous to Health (COSHH)	<input checked="" type="checkbox"/>										
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It is becoming increasingly clear that long-term exposure to many of the chemicals used regularly on sites can lead to long-term health issues. Prevention is better than cure.											
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Remote Working	<input checked="" type="checkbox"/>
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Working alone at a remote site creates extra H&S issues that reflect the fact that no one will be aware if your immediate well-being and safety is put at risk. It is therefore essential that all workers conform to our Remote Working Policy and liaise with their field supervisors and H.O. staff to keep them informed of your location and current work status.	

Inductee's declaration of compliance with all site rules and H&S Regulations

In signing this declaration below, I confirm I have been informed of Marisco's general approach to health and safety in the work place and I accept my obligation to make myself aware of the specific site hazards and safe working methods I must follow that will be recorded in the CDM Plan and risk assessments available on every site I will be attending. I confirm I will not start work until I have signed the onsite CDM Plan and risk assessments present. I have read the current Health and Safety Policy which is published on www.mariscosouth.com. I understand Marisco management will always put my continuing health, safety and welfare before all other considerations, and they will always support my decision to stop work if I believe my health, safety and well-being is at risk. I am aware of how to report to management any concerns I may have about any health, safety or well-being issue I encounter in the course of my work.

Signature: _____

Date: _____

SITE INDUCTION TALK

The purpose of the site induction process is for an authorised and competent employee of the Company (inductor) to bring to the attention of a worker (the inductee) about to visit or start working on a construction site, all of the rules he or she should comply with when they are on that site. The induction should furnish the inductee with the information they need to ensure they do not put their own, or indeed other peoples, welfare, health or safety at risk by doing something they shouldn't, or failing to do something when they should.

- 1: The inductee should receive a brief explanation of the history of the site, its current stage of completion and what works remain to be complete the project.
 - 2: The inductee should be instructed to read the prepared CDM plan, risk assessments, asbestos reports, statutory notices and work schedules that are stored within the Work File kept on site. Doing so will inform them of the safe working procedures they are expected to follow; the location of welfare facilities; the nature and location of any hazards they should be aware on site and how they can reduce the risk of these hazards adversely affecting them and others.
 - 3: The inductee should be reminded that although every effort will have been made to identify all the hazards that may exist on site, the possibility exists that others may come to light as work commences. This could be the discovery of sharps and needles, asbestos or other contaminates to name but a few. The talk should provide instruction on what should be done and who should be contacted if new hazards become apparent.
 - 4: **Emergency evacuation and fire.** Most sites we work on are council houses with no fire alarms and fire-fighting equipment except for that we carry with us on our vans. On other occasions, we work in flats and sheltered housing where fire alarms, fire-fighting equipment and emergency evacuation procedures exist that must be used and observed respectively in the event of an emergency. The priority here is to ensure the inductee is given sufficient information to understand what he or she should do in the event of a fire or other emergency for the specific site they are attending. This will be covered by the fire and emergency sheet in the Work File.
 - 5: **First Aid.** The very nature of our work often involves working alone at remote sites in an adverse environment. It is therefore important for the inductee to be made aware of the location of the first aid kits they can access on site, or if they should carry their own when they know they will be attending remote sites and alone for most of the day. They should be made aware of the qualified First Aiders that are on duty each day and how they can be contacted. They should also be reminded of their legal obligation to look after their own health and safety by always carrying a working and fully-charged mobile telephone so they can call for help if they are injured or become ill on site.
 - 6: **Fitness to work.** The presence of a pre-existing and well-controlled medical condition such as asthma, diabetes or a cardio vascular disease would not normally exclude a worker from working alone at a remote site, but a secondary illness such as a bout of flu could increase the chances of an unexpected medical emergency developing. It therefore follows the inductee must accept responsibility for their own health and well-being by deciding if they are fit for work, and informing head office if they require special monitoring by being logged on and off a site each day to ensure they remain safe.
 - 7: **Alcohol and Drugs:** We have a zero-tolerance to anyone working when they are under the influence of alcohol or drugs (prescribed or recreational). Any employee found to be under the influence of alcohol or drugs known to impair their cognizance and or co-ordination will face disciplinary action that may lead to their dismissal.
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- 8: **Smoking at work:** It is illegal to smoke tobacco in any work place, which includes company vehicles and construction sites even when they are private dwellings. It is the policy of the company that the bans extend to the smoking of all substances in the work place, including electronic vapours. People will face disciplinary action for ignoring the ban.
- 9: **Radios and Music.** Many of our clients specifically ban the playing of radios or listening to similar devices through earphones or headsets. Wherever your personal view sits on the spectrum of whether music should, or should not be allowed on site, we are content to leave the final decision to the client. If the client bans the playing of music, then any worker found to be in breach of that rule will face disciplinary action. Inductees should be reminded to be sensible over the playing of music on site as it is probably the most common source of complaint by neighbours when work is being carried out.
- 10: **PPE:** The inductee should receive explicit instructions on when and what PPE should be worn on site. Once the rules have been established, any failure to comply will be treated as a disciplinary matter. We leave a degree of discretion to the site supervisors to vary the PPE to be worn on site, but they cannot overrule any recommended PPE stipulated by the client, the manufacturer's instructions, the site's risk assessments and our working method statements.
- 11: **Personal Conduct and Confrontations.** We expect all of our staff to conduct themselves in a professional and polite way at all times. Unfortunately, some of our clients' tenants can prove to be very difficult and even become unreasonably aggressive and violent. Faced with an angry person, the recommended course of action is to always attempt to withdraw from the confrontation and report the matter to a line manager at the earliest opportunity.
- What you should do in the event of an assault on your physical person will very much depend upon the injuries sustained. The Law allows you to defend yourself only to the extent that it allows you to remove yourself from further danger of assault. Once you are safe you should first assess your own injuries and decide if you need medical attention. Next call for help by contacting someone at Head Office or if you feel the matter warrants it, the Police on 999. Your next priority should be to collect in the contact details of any witnesses to the incident. A full report must be provided to your line manager as soon as it is practicably possible.
- As a company, we have a zero-tolerance on physical violence visited on our staff going about their lawful business and we will always support any staff member who has the misfortune to suffer an assault.
- Unfortunately, it is frequently the case that in the absence of any witnesses to corroborate what may have happened, both parties will inevitably claim they were assaulted first and only responded to defend themselves against an unprovoked attack. In such circumstances, the Police will normally take statements from both parties, but they are unlikely to take the matter further as it will always be a case of one person's word against another if there are no supporting witness statements to support one side's version of the incident.
- 12: **Working in the presence of Children and Vulnerable Adults:** Inductees should be reminded they need to exercise a higher standard of professionalism care and discretion when in the presence of children or vulnerable adults on site. It is essential the isolation and segregation of the working area is constantly maintained, and we account for the location of all potentially dangerous tools, such as sharp knives, so they don't fall into innocent hands. All such tools should be removed or locked-up and rendered safe on every occasion the site is left unattended, even for a short period of time.
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- 13: **Health and Safety.** Inductees should be reminded of the company's general policy on health and safety and how the company's website provides access to guidance on a diverse range of related issues. The talk should highlight any the specific health and safety issues that may apply to the site, and cover the basic of:
- Management tree and H&S consultation and reporting structure;
 - Slips and trips and the need to keep the site clean and clear of obstruction;
 - Working at height (only Class 1 ladders and trestles);
 - COSHH;
 - Manual handling;
 - Working with gas and electric;
 - Hot working permits;
 - Site vehicle movements and restrictions on parking;
 - Use of tools onsite (PAT testing, visual checks for wear and tear, circuit breakers).
- 14: **Welfare:** The talk should address the location of the welfare provisions made by the Company and the need to keep the toilet and wash rooms clean and disinfected on site. The preparation and ingestion of food on site should be restricted to areas where there is no risk of contamination by dust, chemicals and biological (micro-organisms, bacterial and viral) agents.
- 15: **Waste management and removal.** It is the policy of the company and many of our clients to minimise waste and segregate it to promote recycling whenever possible. Inductees should be advised of the provisions for onsite removal of waste and reminded bonfires to dispose of wood and garden waste is specifically prohibited. Chemicals and paint, including brush cleaning water, must not be poured down drains or tipped over waste ground or gardens. Toxic, irritant or corrosive chemical waste and materials must be stored in appropriate and secure containers marked with the appropriate warning signage. They must be stored safely and securely on site until the waste disposal team collects them for safe onward transport and disposal at an approved site.
- 16: **Silicosis.** The HSE has started an aggressive campaign to educate construction workers of the long-term risk of developing debilitating respiratory disease in later life if they fail to wear a face mask to reduce the amount of dust they inhale when they are grinding down or cutting into building materials containing silica. Inductees should be reminded that suffering a little discomfort today by wearing a mask, may avoid the need to wear a permanent oxygen mask in their retirement years.
- 17: **Asbestos Contamination.** Inductees should be advised in outline of the procedure that should be followed if someone comes into accidental contact with previously unrecognised asbestos. The priority for the person exposed to asbestos, is to carefully remove as much of the person's outer clothing as modesty permits and then get them into the nearest shower to wash away the contaminated dust that may be on their skin. The procedure to be followed is recorded in the sites' work file. All work should stop on site and the management advised that previously undetected asbestos has been found on site.
- 18: **General Considerations.** The objective of induction is to provide the inductee with a general overview of our Company approach to H&S, and ensure they know where to look to find the specific information they will require for each site. Each induction session should be tailored to best match the kind of work the inductee will be undertaking. The hazards and risks a painter and decorator will face to paint a wall in a typical council house void will differ significantly to a groundsmen team brought in to excavate a deep trench across a busy, commercial construction site. The induction process for the groundsmen team will obviously be far more intensive and detailed than the will
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