# Site induction toolbox talk

People and emergencies · about 5 minutes · read it out, or say it in your own words

| SITE OR JOB | DATE | PRESENTER |
|---|---|---|
| | | |

New people on a site do not yet know where the hazards, the exits and the first aid box are. The law says nobody may enter a construction site, worker or visitor, without an induction on that site's hazards, and the contractor must keep a record of it.

## SAY THIS

### Every site is different

Even if you have worked in building for twenty years, this site is new to you. The open trenches, the overhead lines, the crane, the neighbours' driveway and the place where the floor is not finished are all different here. That is why nobody starts work, and nobody walks onto this site, before they have been inducted on today's hazards. It is the law, and it is common sense.

### What a new person must know

On the first day, a new worker must be shown: the main hazards on site this week; the rules, like where you may smoke and where you may not go; what protective equipment to wear; where the first aid box is and who the first aider is; what the siren means and where the assembly point is; and where the toilets, water and eating area are. Then they sign the induction register.

### Look after the new person

Put a new worker with someone experienced for the first days. Explain things in a language they understand, and check they have understood by asking them to show you, not just nod. New people are often scared to ask questions. Tell them it is fine to stop and ask. Before they start a new task, they must be told about its hazards and how to do it safely.

### Papers before work

Every worker needs a valid medical certificate of fitness for the work they will do, and that is checked before they start. Their induction is written down and kept on site, because an inspector or the principal contractor can ask to see it.

### Visitors

Clients, inspectors, delivery drivers who leave their truck, family members and sales reps are all visitors. Every visitor signs in, gets a short induction on the hazards and is given the protective equipment they need, like a hard hat and vest. A worker walks with them. They sign out when they leave, so we know who is on site if there is an emergency.

### Strangers on site

If you see someone you do not know on site, greet them and ask if you can help. Take them to the supervisor. Never let children play on the site.

## CHECK ON SITE TODAY

- [ ] Check the induction register: has everyone on site today been inducted and signed?
- [ ] Make sure the visitor sign-in book and spare hard hats and vests are at the gate.
- [ ] Check that the 'no unauthorised entry' notice is up at the entrance.
- [ ] Point out where the first aid box, the assembly point and the toilets are for anyone new.
- [ ] Pair up any new worker with an experienced person for today.
- [ ] Check that medical fitness certificates are on file for new starters.

## ASK THE CREW

? What do you wish someone had told you on your first day on a site?

? What are the three most dangerous things on this site this week?

? If a visitor walks in without a hard hat, what should you do?

? Which language would help our new people understand the induction best, and who can help explain?

## PROTECTIVE EQUIPMENT FOR THIS JOB

Hard hat, safety boots and high-visibility vest for every worker · Visitor hard hats and vests kept at the gate

## THE LAW

Construction Regulations, 2014, regulation 7: Duties of principal contractor and contractor; Construction Regulations, 2014, regulation 9: Risk assessment for construction work; General Safety Regulations, 1986, regulation 2C: Admittance of persons. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/site-induction/

# Toolbox talk attendance register

TOPIC

**New on site: induction and visitors**

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

| NO. | NAME AND SURNAME | COMPANY OR TRADE | SIGNATURE |
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Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.