

## 'Induction Content' minimum standard

HBF member Companies are expected to include the minimum 'induction content' detailed below in their site inductions given to all employees and contractors working on their sites. It is important that all HBF members deliver the same consistent message particularly at inductions. Additional site/task specific information may be required beyond the induction content minimum standards to satisfy their internal procedures. HBF members are asked to consider implementing the optional suggested 'best practice' noted below to enhance the minimum standards.

### **Induction Content**

Have a company specific formal induction process and acknowledgement record that sets out the requirements/ arrangements for:

1. Senior management's commitment to health and safety, e.g. signposting to H&S policy statement.
2. Individual worker's responsibilities to health and safety, e.g. site/ company rules.
3. Outline of the project and how it will be managed.
4. How workers will be briefed and consulted on health and safety matters.
5. Personal protective equipment.
6. Access/egress onto site, to include signing in and out.
7. Welfare facilities.
8. Smoking/ vaping rules.
9. Use of mobile phones and other electronic devices.
10. Drugs and alcohol rules.
11. Hazard awareness, to include:
  - Pedestrian segregation from moving vehicles and plant.
  - Working at height.
  - Falling objects.
  - Site conditions which may cause slips, trips and falls.
  - Movement and handling of materials.
  - Excavations and underground services.
  - Occupational health risks such as construction dust, chemicals, exposure to the sun and asbestos.
12. Environmental issues, such as pollution and nuisance.
13. Emergency procedures, including first-aid arrangements.
14. Reporting accidents, incidents and near misses.

### **Suggested 'best practice' to improve on the minimum standards**

1. Have an assessment process to ensure the worker has understood the induction material.
2. Have an enhanced induction process for supervisors and plant operators.



3. Have an induction process for visitors to site.
4. Sign post workers to where they can obtain mental health support.

