

H&S SITE INDUCTION

Please complete this form for each new person using the site, whether a staff member, volunteer, contractor or hirer. Ensure each person is aware of site-specific hazards, evacuation procedures and incident reporting obligations.

Site Contact: _____

DETAILS OF MINISTRY UNIT/ORGANISATION	
Name of ministry unit/organisation: _____	Staff <input type="checkbox"/>
Name: _____	Contractor <input type="checkbox"/>
Position: _____	Hirer <input type="checkbox"/>
Contact number: _____	Volunteer <input type="checkbox"/>
	Other <input type="checkbox"/> _____
INFORMATION CHECKLIST	ACKNOWLEDGEMENT
<p>Entering and Departing</p> <ul style="list-style-type: none"> Sign in and out of the visitors' book each time you enter the premises Display your identification pass prominently, if applicable Ensure alarms are activated and all doors and windows locked on departing the premises, if applicable. 	
<p>First Aid/Accident Register</p> <ul style="list-style-type: none"> First aid kits are available in _____(location)* All accidents or near misses must be recorded in the accident register which is located _____ 	
<p>Accident and Incident Reporting</p> <ul style="list-style-type: none"> If you are involved in an accident/incident, report it to _____ Ensure that you complete an Incident Reporting Form as contained in the Accident Register (email a copy of the form to keepsafe@aucklandanglican.org.nz and contact WorkSafe if it is a notifiable event). 	
<p>Hazard Identification and Near Miss Reporting</p> <ul style="list-style-type: none"> If you see anything that could cause, or has the potential to cause harm, or a near miss occurs (anything that was narrowly avoided), report it to _____ If you need to create a short-term hazard, inform _____ and take all practicable steps to control the hazard If you identify or create a long-term hazard, inform _____ of the hazard and take all practicable steps to control the hazard. 	
<p>Hazard Register</p> <ul style="list-style-type: none"> While you are on the premises, you are required to adhere to all hazard controls in the hazard register which is available in the _____(location)* Your site induction staff member will inform you of the hazards relevant to your area of work. 	
<p>Restricted Areas</p> <ul style="list-style-type: none"> Refer to the floor plan for any restricted areas*. 	

<p>Fire Emergency Procedure</p> <ul style="list-style-type: none"> In the case of a fire, please follow the fire evacuation procedures. These procedures are clearly displayed and listed below; you must fully familiarise yourself with them <p><u>If you discover a fire:</u></p> <ul style="list-style-type: none"> ○ Activate the alarm and dial 111 ○ Alert people in your area and the administrator/facilitator ○ Do not extinguish the fire unless there is no personal danger to you or anyone else ○ If time permits and there is no danger, close all doors and windows ○ Evacuate the building following the evacuation procedure or scheme ○ After evacuation, meet at the assembly point located* _____ <p><u>If the fire alarm sounds:</u></p> <ul style="list-style-type: none"> ○ Walk quickly to your nearest exit* ○ Make sure any visitors leave the building with you ○ Assist any persons with mobility issues ○ Do not carry any food or drinks when evacuating ○ Do not stop to take personal items with you ○ Meet at the assembly point and report to the building or fire warden <ul style="list-style-type: none"> Fire extinguishers are available and should be used in accordance with the fire emergency procedures. They are located* _____ Ensure that exits and corridor areas are kept clear of obstacles at all times. 	
<p>Site Equipment</p> <ul style="list-style-type: none"> Do not use any equipment (e.g. ladders, trolleys, etc) without the approval or supervision of _____ (ensure you have the training/skills required to operate any specialist equipment). 	
<p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> When required and/or requested, wear all PPE provided in the areas and circumstances required and pointed out to you by your site contact person or any other staff member. 	
<p>Site Specific Safety Plan – Contractors Only</p> <ul style="list-style-type: none"> You must identify, assess and determine controls for all hazards on site pertaining to your working environment and provide your contact person with a copy of your Site Specific Safety Plan. 	

I hereby acknowledge that I have been inducted in all the above, understand the hazards associated with the premises, had the opportunity to ask questions, and I understand all the safety requirements.

Signed for and on behalf of _____
(Ministry Unit)

Name: _____

Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

*See attached floor plan for the location of exits, fire equipment, first aid kit, defibrillator, restricted areas, etc.