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| **UoN_Primary_Logo_CMYK** | **Contractors Site Specific Induction**To be completed by the University Contact (Person in control of the works) | CON2 |
|  |  |  |
| **Details** |
| Description of Works |  |
| Location(s) |  |
| University Contact  |  | Contact No. |  |
| Contractor Contact  |  | Contact No. |  |
| Date |  | Time |  |
|  |  |  |  |
| **Who is being inducted** |
| Full Name: |  |  |
| Occupation: |  |  |
| Company Name: |  |  |
|  |
| **Skills and Knowledge – (Membership of a nationally recognised Health and Safety Scheme or professional body?) Please state:** |
|  |  |
| Are you a First aider / Appointed Person? (delete as necessary) |  | Yes | [ ]  | No | [ ]  |
|  |
| **Works Briefing – University Contact (Person in control of works)** |
| * The Risk Assessments and Methods of Work (including COSHH briefing) MUST completed
* Specialist Sub-Contractors – Evidence MUST be provided which clearly states their own documentation relevant to the work has been read and understood
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|  |
| **Arrangements –** Tick the relevant subjects discussed that are applicable during the induction | Yes | No | N/A |
| Detail of the work | [ ]  | [ ]  | [ ]  |
| Key contact details (including emergency contacts at the University) | [ ]  | [ ]  | [ ]  |
| Traffic management explained (parking, routes, security procedures etc) | [ ]  | [ ]  | [ ]  |
| Actions to take in the event of an incident or near miss (must report to person in control of works) |  | [ ]  | [ ]  | [ ]  |
| Name(s) of the site First Aider(s) and facilities available, along with location |  | [ ]  | [ ]  | [ ]  |
| Fire and Emergency procedures (escape route, assembly points, fire doors MUST remain closed etc) |  | [ ]  | [ ]  | [ ]  |
| Welfare facilities (include locations and requirements to keep clean and tidy) |  | [ ]  | [ ]  | [ ]  |
| Site safety rules explained (inc lab, workshop rules and smoking restrictions) |  | [ ]  | [ ]  | [ ]  |
| Minimum PPE requirements (as stated in pre-approved risk assessments and methods of work) |  | [ ]  | [ ]  | [ ]  |
| Personal responsibilities and conduct along with disciplinary procedures |  | [ ]  | [ ]  | [ ]  |
| Permit procedures |  | [ ]  | [ ]  | [ ]  |
| Housekeeping and waste segregation |  | [ ]  | [ ]  | [ ]  |
| Open discussion – highlight other areas raised by the contractor inductee: |
|  |  |
| Note: Any changes or updates will be managed in the form of meetings and as part of regular monitoring of the contracted work |  |
|  |  |  |  |
| **Confirmation of induction** | Yes | No |
| I understand all the information and instruction given in this induction | [ ]  | [ ]  |
| I have received a copy of the University’s Contractors Safety Information Booklet | [ ]  | [ ]  |
|  |  |  |
| Print Name:(Inductee) |  | **Signature:** |  |  |
| Print Name:(Inductor) |  | **Signature:** |  |  |