



CSG 10 F5 Site Induction



We work and communicate with our people at our sites to keep each other safe

Site Specific Induction Form

Employee	<input type="checkbox"/>	Trainee	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Work Experience	<input type="checkbox"/>
Contractor (Single site)	<input type="checkbox"/>	Contractor (Multiple sites)	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Consultant	<input type="checkbox"/>
SSC Workplace / Site:							
SSC Unit in Control of Workplace / Site:							
SSC Supervisor Name:							
Contractor Company Name: (if applicable)							
Inductees Name:							
Today's date:							
Time of Induction:							
Online induction completed (SSC staff only)			<input type="checkbox"/>	Online manual handling completed (SSC office staff only)			<input type="checkbox"/>

Managing Risks on Site	Yes	N/A
Have you explained the workplace conditions including; site starting and finishing times, time keeping arrangements, breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Have you shown the person the amenities available on site? e.g. carpark facilities, public transport access, lockers, toilet facilities, meal facilities and drinking water	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed how Council supports a safe workplace for all through Respectful Workplace Culture, health, mental health and wellbeing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you introduced the person to co-workers, site Supervisor/SSC Workplace Contact, Health and Safety Representative, emergency warden/s, first aid officers?	<input type="checkbox"/>	<input type="checkbox"/>
All relevant Safe Work Method Statements (SWMS) and Risk Assessments have been discussed and understood for all identified safety risks associated with the worksite/s for tasks to be performed?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person have the correct personal protective equipment (PPE) available?	<input type="checkbox"/>	<input type="checkbox"/>
Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> • Assembly point and evacuation route? • Closest medical facility? • Contact details of emergency services? • Who to contact in an emergency? 	<input type="checkbox"/>	<input type="checkbox"/>
Have you shown the person: <ul style="list-style-type: none"> • The location of the first aid facilities/kits? • Who the first aiders are and how to obtain treatment? 	<input type="checkbox"/>	<input type="checkbox"/>
Have you explained to the person how to report a near miss, incident, injury or hazard?	<input type="checkbox"/>	<input type="checkbox"/>
Have you explained Council's policy on Drug and Alcohol testing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you explained where the person can smoke if they wish to?	<input type="checkbox"/>	<input type="checkbox"/>
Has the person been trained to set up and use any plant or equipment required for the work?	<input type="checkbox"/>	<input type="checkbox"/>



Has the person provided evidence of any training required for the position, including permits for high risk work?	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

Items to be discussed if relevant to the business unit/site	Yes	N/A
Have you explained the location and handling of any site hazards such as; <ul style="list-style-type: none"> Asbestos and asbestos register Hazardous Substances and Dangerous Goods Location of any relevant Safety Data Sheets Restricted/Controlled access areas 	<input type="checkbox"/>	<input type="checkbox"/>
Have you shown the person the Traffic Control Plan for the site and any traffic hazards?	<input type="checkbox"/>	<input type="checkbox"/>

Are there any other hazards on site? Discuss and list them below:

Complete for Labour hire – N/A

Pre-placement induction provided by the agency	<input type="checkbox"/>	Supplied worker has necessary qualifications	<input type="checkbox"/>
Supplied worker matches SSC requirements	<input type="checkbox"/>	PPE supplied meets SSC requirements	<input type="checkbox"/>

Commitment to WHS

Inductee Understanding and Agreement

I have had Council's WHS requirements explained to me, I understand what is required of me at this site.

I understand that if I do not comply with SSC's WHS requirements on this site I will be instructed to leave the site and my employer will be notified.

Inductee comments (if applicable):

Inductee signature:.....

Inductor Completion Statement

I am satisfied that the inductee has completed their WHS induction

I have checked they have the necessary equipment and qualification, licenses and / or permits to complete intended work.

Inductor comments (if applicable)

Inductor signature:

Document controller	WHS Team		
Approved by	Director of Corporate Support		
Original	August 2006	Version	7
Last revision	August 2022	Next Revision	August 2025

Uncontrolled copy when printed. For an up-to-date copy, go to Intranet Compass WHS.