

Site induction checklist and form

Six things done once per site, before the first trade arrives. Skip these and the induction has nothing accurate to say.

Site

Prepared by

Date

Before anyone starts on site

☐ Walk the site and write the hazards down

On the block, not from the plan. What is overhead, what is underground, what the ground is doing, where the neighbours are, what the access and the crossover look like, and what the street does at the times your trades arrive.

☐ Fix the site rules for this job

Hours, PPE, parking, no-go areas, smoking, dogs, music, and anything the neighbours or a council condition has imposed on this particular site.

☐ Set the emergency arrangements

First aid kit location and who holds first aid competence, assembly point, nearest hospital, and the exact street address to give an ambulance. Confirm the notification requirements and contact details for your WHS regulator before you need them.

☐ Sort amenities and the perimeter

Toilet, water, waste, and the fencing, gates, signage and security that hold when nobody is on site, which on a residential job is most of the week.

☐ Identify the high risk construction work coming up

Which activities on this job fall inside the definition, who is doing them, and when. Request the safe work method statements at the point the trade is awarded rather than at the pre-start.

☐ Decide how the induction will actually be delivered

Who gives it, what happens when they are not there, and where the record goes. This is the decision that determines whether the rest of the checklist happens.

What to cover, area by area

Eight areas. The test of each is not whether it appears on the form. It is whether a person who has just been through it could name the hazards on this block and say what they would do if someone was hurt.

1. The site and access

☐ Site address, the builder, the supervisor and their mobile number.

☐ Where to park, where not to park, and the crossover or access point to use.

☐ The site boundary, the gate, and how the site is secured when unattended.

☐ Which parts of the lot are live work areas and which are exclusion zones today.

☐ The neighbours, the shared boundaries, and any structure close to the work.

☐ The footpath, the verge and how the public is kept clear of the work.

2. The hazards actually present

☐ Named hazards on this site now, not a generic construction hazard list.

☐ Open excavations, trenches, penetrations, stair voids and unprotected edges.

☐ Overhead services at the frontage and underground services on the lot.

- ☐ Scaffold, ladders and any temporary structures, and their current status.
- ☐ Ground conditions, slopes, retaining structures and anything unstable.
- ☐ Plant and vehicle movements, deliveries expected, and traffic on the street.
- ☐ Asbestos or other hazardous materials where the job involves existing structures.
- ☐ Anything the previous week changed, which is the part templates never carry.

3. High risk construction work and SWMS

- ☐ Which high risk construction work is under way or about to start on this site.
- ☐ Who is doing it, and which safe work method statement applies to it.
- ☐ Where the current SWMS can be read on site.
- ☐ SWMS sign-on for the workers doing that task, before the task, with the crew.
- ☐ Any high risk work licence the task requires, sighted and recorded.
- ☐ Who to speak to if the work cannot be done the way the SWMS describes.

4. Emergency and first aid

- ☐ What to do if someone is injured, and who to call first.
- ☐ The exact street address to give an ambulance, stated out loud in the induction.
- ☐ First aid kit location, and who on site holds current first aid competence.
- ☐ Assembly point and the route to it from the work areas.
- ☐ Nearest hospital or medical centre.
- ☐ Fire extinguisher location where hot work or fuel storage applies.
- ☐ How and to whom an incident is reported, immediately and afterwards.

5. Amenities and housekeeping

- ☐ Toilet, drinking water, hand washing and the smoko or break area.
- ☐ Waste, bins, offcuts, and who is responsible for clearing what.
- ☐ Leads, cords, hoses and how they are kept out of walkways.
- ☐ Material storage, laydown areas and what must stay clear.
- ☐ Shade, sun and heat arrangements, and cold or wet weather arrangements.
- ☐ Housekeeping expectations at the end of each day.

6. Rules, PPE and behaviour

- ☐ PPE required on this site and where it must be worn.
- ☐ Site hours, and any restrictions from council conditions or the neighbours.
- ☐ No-go areas today, and how they are marked.

- ☐ Drugs, alcohol and fitness for work.
- ☐ Working alone, and the arrangement if someone is on site outside normal hours.
- ☐ Who has authority to stop work, which should include everyone on the site.

7. Reporting and consultation

- ☐ How to report a hazard, and to whom.
- ☐ How to report a near miss, and the expectation that it will be reported.
- ☐ How to report an injury or an incident, and what happens next.
- ☐ When toolbox talks are held and who attends.
- ☐ How changes to the site or the work will be communicated between visits.

8. Sign-in, sign-out and records

- ☐ How to sign in on arrival and sign out on leaving, every visit.
- ☐ Where the sign-in point is, and what to do if it is not working.
- ☐ Construction induction card sighted and recorded.
- ☐ Licences, insurances and any other tickets sighted and recorded.
- ☐ Emergency contact details captured for the person.
- ☐ Acknowledgement that the induction was received and understood.

The induction sign-off record

The one part of an induction that is the same on every site. Copy these fields into whatever you already use and complete one per person, per site, while they are still standing in front of you.

The site

Site address

The street address of this job, written the way you would give it to an ambulance, because that is the other place it gets used.

Principal contractor or builder

The business running this site, as the contract names it, not a trading name and not a first name.

Supervisor and mobile number

Who the person rings when something changes or goes wrong, available to them after they walk away from the induction.

The person inducted

Full name

A first name and a squiggle identifies nobody two years later, which is exactly when this record is read.

Employer

The business that engages them, which is often not the business you engaged. Apprentices, labourers and second-tier subbies are where this field earns its place.

Role or trade on this site

What they are here to do, which is what determines how much of the induction actually applies to them.

Mobile number

Emergency contact, name and number

Captured at induction because the day you need it is not a day anyone will be able to go looking for it.

When, and by whom

Date

Time

Worth capturing separately, because a record timed at 6:40am tells you the induction happened before the person started, which is the whole point.

Inducted by, name and position

The person who delivered it, not the person who filed it.

Areas covered

Tick each area as you cover it, and leave blank anything you did not. A record with every box ticked, given on a site where the open trench never came up, is worse than a short honest one. These are the eight areas set out in section 03 above, in the same order.

☐ 1. The site and access

☐ 2. The hazards actually present

☐ 3. High risk construction work and SWMS

☐ 4. Emergency and first aid

☐ 5. Amenities and housekeeping

☐ 6. Rules, PPE and behaviour

☐ 7. Reporting and consultation

☐ 8. Sign-in, sign-out and records

High risk work and SWMS

High risk construction work discussed

Which activities under way on this site were covered with this person.

SWMS acknowledged, and which one

Name or number the safe work method statement, and the version or date of it, for the work this person is involved in. A record that says "SWMS discussed" and names nothing cannot answer the only question anyone will ask of it later, which is whether it covered the thing that went wrong.

Where the current SWMS can be read on site

Stated to the person, and noted here.

Tickets sighted

General construction induction card sighted, card number

Sighted by you, number written down. Sighting it and recording nothing leaves you with a recollection.

High risk work licence sighted, class and number

where the work this person is doing requires one.

Other licences or certificates sighted

What was sighted, and by whom. Which ones you need, and what has to keep watching them, belongs on the contractor induction register rather than on this form.

Acknowledgement and signatures

The acknowledgement the person is signing to

One sentence, in front of the signature, along these lines: I received the site induction for this address on this date, I had the chance to ask questions, I understood what was covered, and I will stop and ask before starting anything I am not sure about.

Inductee signature and date

The person's own signature, against that wording. This is what turns a conversation into evidence.

Inductor signature and date

The person who gave the induction signs the same record, which is what makes it an account of a delivered induction rather than a form somebody filled in.

One completed record per person, per site. Where it goes afterwards is the contractor induction register: this form proves one person was inducted on one day, the register proves it across every person and every site and watches what expires. How long the record is kept is set by legislation and differs by jurisdiction and document type, so this page states no number, confirm yours with your WHS regulator.

General information about a legal obligation, not legal advice.