

# WORKPLACE INDUCTION FOR CONSTRUCTION WORKPLACES

## INFORMATION SHEET

### Overview

This Information Sheet provides advice for persons conducting a business or undertaking (PCBUs) including builders and principal contractors on what should be included in workplace specific induction training and task specific training for construction work.

A PCBU must provide the information, training and instruction necessary to protect all people from risks to their health and safety arising from the work being carried out.

Workers and other people at the workplace, including visitors should be given workplace specific induction training before work starts or before they enter an operational construction zone. This will inform people about the hazards and risks they may face at the workplace, how the risks are controlled and what to do in an emergency.

### Why provide workplace specific induction?

Any person who is to carry out construction work must complete general construction induction training to receive a general construction induction training card, commonly referred to as the 'White Card'. This training provides people new to the construction industry with a basic knowledge of work health and safety requirements.

But there is also a general duty to provide information, instruction and training. So it is a good idea to give workers and other people workplace specific induction training so they understand the health and safety matters that are particular to the construction workplace.

A workplace specific induction process is also a useful way to check other things required by law are in place, for example that workers hold White Cards and plant operators have any relevant high risk work licences.

### Visitors to the workplace

Visitors should be accompanied and supervised by fully inducted site personnel at all times while at the workplace.

Where visitors to a construction workplace are likely to enter an operational construction zone unescorted they should be provided with a workplace induction on relevant hazards and risks at the workplace.

### What information should be provided at a workplace induction?

Workplace specific inductions will vary depending on the type of construction work and the construction phase a project is going through at the time a person comes to the workplace.

For example, at a less complex workplace like a single house site a workplace specific induction could include a short pre-start induction video and/or on the job training. For a large and complex civil or commercial workplace a more detailed induction would be required, for example to explain the emergency response and evacuation processes.

It is recommended the following information be provided to workers and other people as required at a workplace induction:

- hazards and risks specific to the workplace e.g. overhead power lines near the workplace
- control measures for those risks e.g. no go zones for working near overhead electric lines
- site specific rules that must be complied with e.g. personal protective equipment (PPE) like hard hats that workers must wear and use
- safety documents, policies and plans specific to the workplace e.g. traffic management plans
- who to report incidents and hazards to and how to report them
- incident, emergency and evacuation procedures and associated equipment at the workplace, and
- the layout of the workplace including entries and exits, loading and unloading areas, location of facilities, first aid and security requirements.

You should also update people when there are changes to the workplace that may affect health and safety.



A sample checklist for providing workplace specific induction to workers is at Appendix A.

Appendix B provides an example of the induction information that should be provided to visitors.

### **Task specific training**

Task specific training aims to provide information and instruction to people carrying out a particular construction activity of the risks and control measures relating to that task.

For example, task specific training on how to use fall arrest equipment should be provided to a worker required to work at height.

Task specific training should cover:

- the task to be undertaken
- hazards, risks and control measures involved in carrying out the task
- who will be involved in the task including subcontractors
- where relevant the Safe Work Method Statement (SWMS), job safety analyses or safe work procedures
- who is responsible for what including possible interactions with other activities, and
- relevant legal responsibilities, codes of practice or technical standards that must be followed.

### **How should a workplace induction be carried out?**

The way an induction can be delivered will depend on various factors, for example the number of people being inducted, the size of the workplace and the complexity of the work health and safety matters to be discussed.

Some ways induction training could be delivered are through:

- on the job training
- toolbox talks
- an induction video or booklet
- email or a phone conversation
- web-based 'online' interactive programs e.g. skype, or
- a one-off session in a classroom type setting.

Where there are unusual risks associated with the workplace, for example restricted workplace access or steep terrain issues, a person who is familiar with the workplace and its risks should be involved in delivering the training.

The induction training should be adapted to address potential cultural or language barriers.

### **Should a record of workplace inductions be kept?**

Where possible a record should be kept of the names of people who have been trained, the training content, who conducted the training and the date training was provided. Acknowledgement of the training should be obtained from participants, for example the worker's signature on a training register.

Where records are kept they may be in electronic form.

Examples of how to record a tool box talk and a register of information and training provided to workers are at Appendix C and D.

### **Further information**

More information can be found in the [Code of Practice: Construction work](#) on the [Safe Work Australia](#) website ([www.swa.gov.au](http://www.swa.gov.au)).

## APPENDIX A - WORKPLACE SPECIFIC INDUCTION CHECKLIST

This checklist provides examples of what could be covered in workplace specific induction training for workers.

| No  | Items covered  | Yes | No | N/A |
|-----|--|-----|----|-----|
| 1.  | Have you checked the competencies and qualifications of inductees?   |     |    |     |
| 2.  | Have you discussed and clearly stated the procedures for reporting incidents, injuries and hazards?  |     |    |     |
| 3.  | Have you discussed the workplace safety rules?   |     |    |     |
| 4.  | Has the person been taken through relevant safe work method statements for the tasks to be performed?  |     |    |     |
| 5.  | Is specialised equipment required and have they been trained to use the equipment?   |     |    |     |
| 6.  | Do people have the correct PPE available e.g. <ul style="list-style-type: none"> <li>• hard hat</li> <li>• safety glasses</li> <li>• safety boots</li> <li>• long sleeve shirt, and</li> <li>• high visibility vest?</li> </ul>  |     |    |     |
| 7.  | Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> <li>• assembly point and evacuation route</li> <li>• closest medical facility</li> <li>• contact details of emergency services, and</li> <li>• provisions for emergency communications?</li> </ul> |     |    |     |
| 8.  | Have you shown the person where all relevant firefighting equipment is located, for example fire extinguishers and hose reels?   |     |    |     |
| 9.  | Have you shown the person: <ul style="list-style-type: none"> <li>• the location of the first aid facilities and kits, and</li> <li>• who the first aiders are and how to obtain treatment?</li> </ul>   |     |    |     |
| 10. | Have you shown the person where all the facilities are located including: <ul style="list-style-type: none"> <li>• crib sheds</li> <li>• toilets, and</li> <li>• drinking water?</li> </ul>  |     |    |     |
| 11. | Have you explained the workplace security procedures?  |     |    |     |
| 12. | Have you introduced the person to the Health and Safety Representative?  |     |    |     |
| 13. | Do they have any further questions or need clarification on any points or topics?  |     |    |     |

## APPENDIX B - VISITOR INDUCTION CHECKLIST

This checklist provides examples of what could be covered in workplace specific induction training for visitors who may enter an operational construction zone.

| No | Items covered   | Yes | No | N/A |
|----|---|-----|----|-----|
| 1. | Has the visitor signed in at the site office or a record made of their presence at the workplace?   |     |    |     |
| 2. | Have you shown the visitor what to do in an emergency including: <ul style="list-style-type: none"> <li>• how to contact help at the workplace, and</li> <li>• how an emergency is raised?</li> </ul>                         |     |    |     |
| 3. | Have you shown the visitor the location of the emergency assembly point and evacuation routes?  |     |    |     |
| 4. | Have you shown the visitor the location of the first aid facilities/kits and how to obtain treatment or assistance?   |     |    |     |
| 5. | Have you explained to the visitor what to do if you become separated?   |     |    |     |
| 6. | Does the visitor have the correct PPE e.g.: <ul style="list-style-type: none"> <li>• hard hat</li> <li>• safety glasses</li> <li>• safety boots</li> <li>• long sleeve shirt, and</li> <li>• high visibility vest?</li> </ul> |     |    |     |
| 7. | Does the visitor know how to wear the PPE correctly?  |     |    |     |
| 8. | Have you identified the major hazards and no-go zones at the workplace?   |     |    |     |
| 9. | Do they have any further questions or need clarification on any point?  |     |    |     |

**APPENDIX C**

| RECORD OF TOOL BOX TALK   |           |       |           |
|---|-----------|-------|-----------|
| Workplace:  |           | Date: |           |
| Name of supervisor or presenter:  |           | Time: |           |
| PEOPLE PRESENT  |           |       |           |
| Name  | Signature | Name  | Signature |
|   |           |       |           |
|   |           |       |           |
|   |           |       |           |
|   |           |       |           |
|   |           |       |           |
| Topics discussed and feedback   |           |       |           |
| (The following are examples of potential subject matters: workplace specific risk assessment, specific activity training, SWMS, safety of vehicle loading and unloading, traffic management and parking, overhead electric lines, underground services, falls, safe delivery, documentation and workplace security. You can add or delete more subject matters as appropriate). |           |       |           |
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| Comments/Feedback   |           |       |           |
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**APPENDIX D**
**WORKER TRAINING, INSTRUCTION AND INFORMATION REGISTER**
**Name:**
**Date employment started:**
**Examples of training, instruction and information:**

- general construction induction training
- high risk work licences
- load shifting equipment/manual tasks
- use of hazardous chemicals
- trade or contractor licence
- work activity training
- tools and equipment
- workplace-specific induction

*Please write clearly.*

| Type of training, instruction or information | Licence or card number (if applicable) | Person providing training, instruction and information | Date issued | Licence or card expiry or renewal date (if applicable) |
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