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 | ☐ |
| Name: ____________________________ | Contractor | ☐ |
| Position: ____________________________ | HIRER | ☐ |
| Contact number: ____________________________ | VOLUNTEER | ☐ |
| | Other | ☐ | ____________ |

INFORMATION CHECKLIST

Entering and Departing

- 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.

First Aid/Accident Register

- First aid kits are available in ____________________________ (location)*
- All accidents or near misses must be recorded in the accident register which is located ____________________________

Accident and Incident Reporting

- 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).

Hazard Identification and Near Miss Reporting

- 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.

Hazard Register

- 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.

Restricted Areas

- Refer to the floor plan for any restricted areas*.
**Fire Emergency Procedure**

- 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.

  **If you discover a fire:**
  - 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*

  **If the fire alarm sounds:**
  - 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

- 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.

**Site Equipment**

- 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).

**Personal Protective Equipment (PPE)**

- 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.

**Site Specific Safety Plan – Contractors Only**

- 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.

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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: ____________________________

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