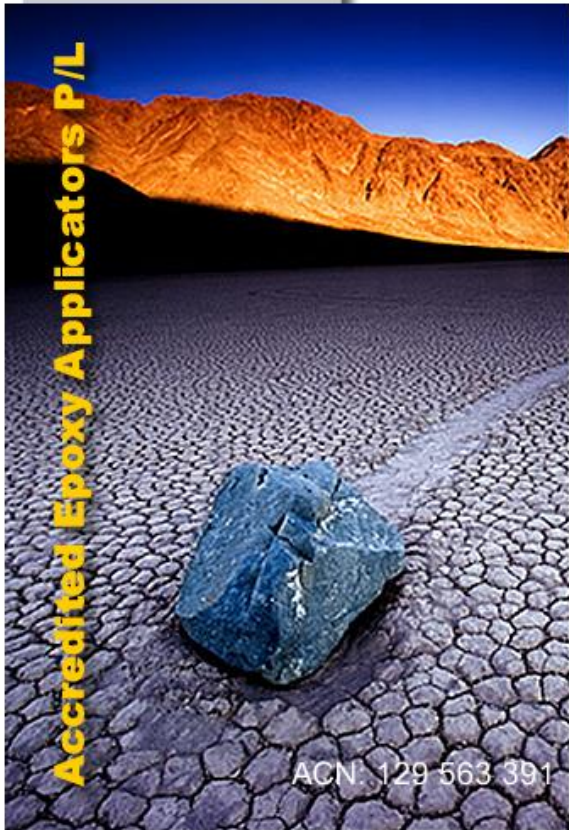


INNOVATIVE  
DURABLE  
EFFECTIVE  
PERMANENT  
SETS THE TREND



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## Safety Induction

**Name/s:**

**Date:**

**Inducting Officer:**

**Site/Workplace:**

*Procedures and have all necessary PPE, Plant, Tools and Equipment. Failure to tick a box on this Checklist does not negate any Health, Safety & Environmental Obligation on the person receiving the induction.*

*Persons coming onto AEA(QLD) Workplaces to perform work MUST ensure they are aware of their Health, Safety and Environmental Obligations, Work*

### ADMINISTRATION DETAILS

**1.1 Identity/Location:**

- a) Site foreperson/supervisor
- b) Leading hands
- c) Safety officer/representatives
- e) First aid attendant

**1.2** AEA (QLD) Health, Safety and Environmental Policies and Standards

**1.3** Hours of work/security details/ housekeeping requirements

**1.4** Visitors site safety requirements

**1.5** Reporting procedures:

- a) Accident/incident/first aid
- b) Hazardous/unsafe conditions

**1.6** General safety inductions (*blue card*)

**1.7** Construction Safety Plans

**1.8** Work Method Statements

**1.9** Safety obligations, site safety rules, disciplinary procedures, noncompliance notices

**1.10** Prescribed occupations/activities and training



**1.11** Accident/emergency/evacuation/  
rehabilitation procedures

**1.12** Other:

## **SITE REQUIREMENTS/LAYOUT/**

### **2.1 Amenities/facilities:**

- a) Site offices/lunch rooms/ toilets etc.
- b) First aid facilities
- c) Fire extinguishers/hose reels
- d) Access
- e) Evacuation muster points
- f) Materials & equipment storage
- g) Unloading areas
- h) Parking
- i) Waste/rubbish disposal area
- j) Exclusion/restricted areas
- k) Fencing/hoardings/barricading

## **ENVIRONMENT**

### **3.1**

- a) Waste disposal
- b) Soil/sediment run-off
- c) Dust emissions
- d) Noise emission
- e) Fauna, flora, heritage

## **ASBESTOS**

### **4.1**

- a) Check Asbestos Register/BMP
- b) PPE (*disposable o/alls, respirators*)
- c) HEPA vacuum cleaner
- d) Competent persons (*A/B Class Cert*)
- e) Wrapping, storage, disposal
- f) Work Method Statement

## **PERSONAL PROTECTIVE EQUIPMENT**

### **5.1**

- a) Safety helmets
- b) Safety footwear
- c) Respiratory, hearing and eye
- d) UV protection
- e) Hand and arm protection
- f) Asbestos PPE requirements

Other:

## **HAZARDOUS SUBSTANCES**

### **6.1**

- a) Hazardous Substance Register
- b) Material Data Safety Sheets
- c) Work Method Statement
- d) Storage and disposal
- e) PPE, risk assessment, training

## **SPECIFIC HAZARDS**

### **7.1 Electrical:**

- a) Construction wiring/RCDs
- b) Testing and tagging (*3 months*)
- c) Electrical Licences
- d) Safe guarding/tag and lock out
- e) Exclusion zones from services

### **7.2 Excavations:**

- a) Location of services
- b) Permits to dig
- c) Fencing/barricading
- d) Work Method Statement

### **7.3 Working at Heights:**

- a) Edge protection
- b) Harnesses/fall arrest/training
- c) Work Method Statement

### **7.4 Ladders:**

- a) Industrial rating (*min. load 120 kgs*)
- b) Permitted work (*3 points of contact*)

### **7.5 Trestles and Planks:**

- a) 2 planks wide and clamped
- b) 3 handrails

### **7.6 Scaffolding:**

- a) Competent personnel, training
- b) Access, edge protection
- c) Scaffold plan/instructions

### **7.7 Plant/Tools/Equipment/ Machinery:**

- a) Serviceability and compliance
- b) Slings, lifting procedures
- c) Dogman for crane operations



- d) Guarding
- e) Certificates of Competency

**7.8 Demolition:**

- a) Services (*locate and disconnect*)
- b) Competent/Licensed personnel
- c) Work Method Statement

**7.9** Confined spaces (*permits, training etc.*)

**7.10** Formwork and concrete pumping

**7.11** Steel erection

**7.12** Manual handling

**7.13** Other:

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