

1. INTRODUCTION

The Health & Safety at Work Act 1974 requires that employers give all employees sufficient information, training & supervision as is necessary for their Health & Safety. While Induction training is not specifically mentioned, it is however clearly explicit in the general requirements as is necessary to ensure their health and safety during their employment.

The Management of Health & Safety at Work Regulations 1999 are more specific & requires an employer to {Regulation 13, Capability & Training}: provide Health & Safety Training on recruitment to a company {Regulation 13(2) a}.

2. INDUCTION TRAINING

There are in general two principal types of induction training; company & site specific.

Company Induction

The purpose of company induction is to ensure that a new starter with a scaffolding contractor receives information & instruction on that company's basic Health & Safety (Environmental & Quality) policies, procedures and rules. It is also the ideal opportunity to help begin instilling in a new starter, the companies H&S (E&Q) culture. IE "how we do it here".

All new starters, experienced and inexperienced should ideally attend company induction on their first day of employment. Ideally the induction package used by a scaffolding contractor should be of standardised content & format, so that its message & delivery is consistent where ever it is carried out within the organisation. It should be revised and amended as company policies, procedures and rules etc change, to take account of Regulation & industry guidance changes, as well as any new company S&H (E&Q) specific issues. The induction should be repeated at periodic intervals to cover, for example when company policy or industry requirements change.

The induction package may be a simple standardised tick list tool box talk type format or may be a more sophisticated interactive PC, or DVD based presentation, according to the requirements of the company.

Basic information for any induction programme would normally include, but not be limited to the following:

- Company H&S (E&Q) culture introduction (How WE do it here).
- Relevant Legislation
- Special company H&S (E & Q) initiatives (e.g. Incident & Injury Free – IIF, Don't Walk By, S&H (E&Q) completions and awards etc).
- Personal responsibility for H & S (E&Q)

- Lines of communication / Organisational Chart
- Company H & S (E & Q) policy
- Risk Assessment & Method Statements
- Company procedures and rules on, Alcohol & Drugs, Smoking, Accident, Incident & near hit reporting, PPE etc
- How the Company comply with Legislation & NASC Guidance. e.g--. TG20, SG4, Collective Protection, Manual Handling, storage, housekeeping etc.
- H&S (E&Q) Consultation arrangements.
- Raising H&S (E&Q) issues confidentially
- First Aid
- Fire & Emergency.
- Welfare, parking etc.
- Discussion, questions and feedback
- Arrangements for Rescue
- Consultation
- Use of Mobile Phones
- Copies of all CISRS / Other qualifications
- Copies of right to work documents/ (Passport, Visa etc.)
- Copy of current driving license (where appropriate)

Notes on company induction:

- Attendance must be recorded, see appendix 'A'.
- The success or other wise of a company's H&S (E&Q) induction programme depends to a large extent on the person(s) delivering it. It is recommended that personnel delivering induction training receive training in presentation techniques, so that the maximum benefit is obtained by the new starter & the company from the induction process.
- A range of DVD's and Pocket Guidance booklets are available from NASC and other sources to enhance the induction.

Site Induction

Site Induction training is usually carried out by the customer, principal contactor or site operator and in some circumstances the employer, (Lone Working etc).

This training varies in content, length & quality and should ideally be limited to site specific matters & issues & not become a general H&S (E&Q) training course in its own right. It normally contains as a minimum, the following information:

- Site address & telephone number
- Scope of project
- Key site personnel including site H&S Manager.
- Site S&H (E&Q) culture (How it's done on THIS site)
- Site security arrangements
- Parking arrangements
- Site Fire & Emergency Action
- Site First Aid arrangements

- Site welfare arrangements
- Site near hit, incident & accident reporting
- Consultation arrangements
- Site smoking policy
- Site rules
- Site S&H (E&Q) initiatives
- Site specific hazards
- Restricted areas, authorisations, permits for work, handover procedures, requests for alteration and procedures before varying design, etc
- Discussion, questions and feedback

3. RELEVANT LEGISLATION

The Health & Safety at Work Act 1974

Provision & Use of Work Equipment Regulations 1998 Management of Health & Safety at work Regulations

1999 The Work at Height Regulations 2005

Construction (Design & Management) Regulations 2015

Appendix A

Company Induction Check List

COMPANY NAME _____

Employees Name (Print): _____

Location / Site: _____ Date: _____

Please tick boxes to signify the item has been properly addressed:

1. Company H&S (E&Q) culture introduction (How WE do it here)
2. Special company H&S(E&Q) initiatives (e.g. Incident & Injury Free – IIF, Don't Walk By, S&H (E&Q) completions, awards etc)
3. Personal responsibility for H&S(E&Q)
4. Lines of communication
5. Relevant Legislation & Guidance
6. Company H&S(E&Q) Policy
7. Risk Assessments & Method Statements
8. Company Procedures on Smoking, Alcohol & Drugs, and Accident & Incident & near hit reporting, PPE etc.
9. How WE comply with Regulations & NASC Guidance, e.g. SG4, Collective Protection, Manual Handling, Storage, Housekeeping etc.
10. Consultation arrangements
11. Raising S&H (E&Q) issues confidentially
12. Fire & Emergency
13. First Aid
14. Welfare, parking etc.
15. Issue of SHEQ/HR documents
16. Discussion, questions & feedback
17. Use of Mobile Phones

This is to confirm that I have received and understand the context of this Company Induction and agree to carry out my duties as required by Company procedures and Statutory requirements.

Employees Signature _____

Induction training carried out by:

Trainers Name (Print) _____

Trainers Signature _____

Whilst every effort has been made to provide reliable and accurate information, we would welcome any corrections to information provided by the Writer which may not be entirely accurate, therefore and for this reason, the NASC or indeed the Writer, cannot accept responsibility for any misinformation posted.



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