

SITE INDUCTION POLICY

Title:	A1 Building Solutions Site Induction Policy		
Ref:	POL-OPS-027	Date Effective:	23/11/2020
Version No.	001	Review Date:	23/11/2021

* Unless otherwise indicated, this policy will apply beyond the review date.

POLICY STATEMENT

The company will ensure, in fulfilling our duty of care under health and safety legislation, that all employees and others working for the company have received any and all inductions and training necessary to enable them to carry out work on a construction site safely and in accordance with all relevant laws, codes and standards.

AIMS AND OBJECTIVES

We will ensure that all employees and workers who will be required to carry out work on a construction site have completed all requisite inductions prior to commencing construction work. All employees and workers must have successfully completed General Construction Induction training, and be issued with a Construction Induction Card issued by the Registered Training Organisation (RTO) who provided the training.

All persons working on a site must attend any site-specific induction relating to the site before commencing work on the site, and, where deemed necessary by the principal or main contractor, attend any further site-specific inductions that the principal or main contractor requires.

All persons must attend any daily pre-start inductions or toolbox talks conducted by the company or by the principal or main contractor before commencing work, and to attend any other induction, meeting or talk that may be convened to ensure the health and Safety of workers.

RESPONSIBILITIES

We will ensure that all workers have completed GCI training and have produced their Construction Induction Card and that details of the card are recorded on the Training and Competencies Register.

We will maintain records of any inductions provided for employees or workers by the company, including details of the content of the training, the date on which it was provided, and the name(s) of the person(s) who conducted the training.

Workers are required to attend any inductions necessary to enable them to work on a site, and to carry out all duties and follow all workplace rules covered during the induction. They must also inform the company if they have, for any reason, been unable to attend a required induction to allow the company to reschedule the induction to allow them to commence work on the site.