



CHECKLIST

Site Induction Checklist

A printable checklist to keep contractor and visitor inductions consistent, evidenced and quick on every site.

Attendee details

Name: _____ Company: _____ Trade / role: _____

Site: _____ Inducted by: _____ Date: _____
Time: _____

1. Project and site arrangements

Topic covered	✓	Notes
Project overview, programme and key personnel		
Site layout, access and egress, pedestrian and vehicle routes		
Site rules, working hours and prohibited activities		
Welfare facilities, smoking areas and parking		
Sign-in / sign-out procedure and permit systems		

2. Hazards and controls

Topic covered	✓	Notes
Site-specific hazards (services, excavations, working at height, asbestos register)		
Relevant risk assessments and method statements briefed		
PPE requirements and where to obtain replacements		
Plant, lifting operations and exclusion zones		
COSHH, dust, noise and vibration controls		
Environmental controls, waste segregation and spill response		

3. Emergency arrangements



Topic covered	✓	Notes
Fire alarm, escape routes and muster point		
First aiders, first aid points and location of AED		
Accident, incident and near-miss reporting route		
Emergency contact numbers and site address for 999 calls		

4. Competence verification

Evidence checked	✓	Detail / expiry
CSCS / CPCS / relevant competence card sighted		
Task-specific training certificates (e.g. IPAF, PASMA, abrasive wheels)		
Right to work and emergency contact recorded		

Declaration: I confirm I have received and understood this induction, and I agree to comply with the site rules at all times.

Attendee signature: _____ Inductor signature:
