

GALLDRIS GROUP LIMITED
SAFETY MANAGEMENT SYSTEM
Procedure 06

Inductions, Toolbox Talks and Training

1.0 Overview

This procedure sets out the arrangements for providing health and safety information on hazards, risks and control measures to all levels of the workforce with the aims of raising standards of competence, improving behavioural attitudes and safety culture thereby reducing accidents and ill health.

2.0 Inductions

The following information must be given to all operatives, staff, and visitors, at the first site induction;

2.1 Project details and facilities

- the scope of the project
- site details i.e. address, telephone, and fax number
- site layout, traffic route, boundaries, and security, notice boards
- welfare on site – canteen, toilet, and drying room/seating etc
- telephone facilities, payphone location etc

2.2 Authorisation

- key members of the site management team.
- The Safety Advisor / representative
- CSCS / CPCS / NPORS cards and other competence requirements

2.3 Accidents and Emergencies

- actions in the event of an accident and reporting procedure
- name and details of first aiders and first aid facilities / location
- fire precautions on site and the actions in the event of an emergency, including escape routes, assembly points and instruction in the safe use of any firefighting equipment
- procedure for reporting unsafe acts, near misses and safety infringements

2.4 Site Rules

- site procedures eg permits to work, hearing protection zones, restricted areas etc
- personal responsibilities
- conduct and disciplinary measures
- smoking restrictions
- drugs and alcohol policy
- restrictions on use of mobile phones
- site rules and specific company requirements
- housekeeping arrangements and materials storage
- environmental issues – watercourses, noise, dust, re-fuelling
- personal protective equipment required and how to use it

2.5 Consultation

- methods of consultation i.e. method statement briefings, toolbox talks, daily task briefings, open discussion etc.

2.6 Specific Risks

Specific site risks arising from for example, the following, but not limited to;

- contaminated land
- electricity – overhead lines and buried cables
- gas
- confined spaces
- use of electricity

GALLDRIS GROUP LIMITED
SAFETY MANAGEMENT SYSTEM
Procedure 06

- substances hazardous to health
- health hazards – noise, vibration, asbestos etc
- manual handling
- safe use of scaffolding and use of ‘scaff tag’ system
- use of dedicated pedestrian segregation routes

3.0 Records

Record the names of persons receiving the induction talks in the Site Safety Induction Log.

Visitors must sign a Visitor’s Site Induction Record which should be kept in the site visitors’ register, to confirm their induction and the receipt of a written copy, an induction card, helmet sticker etc.

The person giving the talk must countersign the record.

Everyone must sign the health and safety induction register to confirm that they have received induction training.

Record details of the individuals’ certificates and training in the Register of Training.

Office workers and visitors should be given appropriate health and safety information in conjunction with local arrangements.

4.0 Toolbox Talks

A toolbox talk, relevant to the task to be undertaken or equipment to be used, identifying physical safety and health hazards should be given as part of the induction.

Toolbox talks must be given by site management as part of a general safety awareness programme. One talk a week is the minimum requirement. This can count towards an individual’s annual safety training update if appropriate. Daily task briefings are also to be delivered by the Supervisors to operatives under their control.

Encourage Sub-contractors to conduct their own talks.

All toolbox talks are to be recorded in the attendance log.

Refer to Staff Toolbox Talk Matrix QA08. 6 & Staff Toolbox Talk Briefing Record Index QA08. 7

Appendices to this procedure

Appendix A	<i>Register of Training</i>
Appendix B	<i>Toolbox Talk Attendance Log</i>
Appendix C	<i>Induction Attendance Log</i>
Appendix D	<i>General Site Rules Template</i>

GALLDRIS GROUP LIMITED

Site Details:	Contract No:
The Scope of the Project:	
Site Management Team:	
Safety Advisor:	

	Company Health, Safety, Environmental and Quality Policies
	Telephone facilities
	Welfare facilities on site: Canteen Toilet Drying room/seating etc
	Site layout, boundaries and security, notice boards
	Methods of Consultation I.e. Work Package Plans, Task briefings, Induction, toolbox talks etc
	Name & details of first aider and location of first aid facilities
	Fire precautions on site and the actions in the event of an emergency, including escape routes, assembly points and location of any fire fighting equipment
	Actions in the event of an accident and reporting procedure
	Site rules: especially; Smoking restrictions; PPE / Glove Policy; Use of Mobile Phone's on site; signing in and out procedures
	Personal Protective Equipment required
	Procedure for reporting unsafe acts, near misses and safety infringements that require attention
	Site Procedures eg Permits to Dig and other Permits to Work, hearing protection zones, restricted areas etc
	Specific site wide risks eg, <i>Contaminated land, HV electricity, Gas, Confined Spaces, use of electricity, Excavations, Working at Height, COSHH, Health Hazards, Safe use of plant, Manual handling etc.</i>
	Safe use Scaffolding and working platforms
	Housekeeping arrangements and materials storage
	Compliance with specific procedures where appropriate and relevant
	Environmental issues - , noise, re-fuelling, spillage procedure, hazardous waste disposal
	Personal responsibilities and conduct, and disciplinary measures
	Site Traffic and Plant Management System if applicable
	Behavioural Based Safety Awareness - Close Call Reporting
	NR Life Saving Rules
	CIRAS (confidential reporting)
	Drug & Alcohol Policy and Procedure

I confirm that I have received a site induction covering the items listed above and have fully understood the induction and will comply accordingly:

Full Name:	Signature:
Date:	CSCS/CPCS/NPORS No:
National Insurance No:	DOB:

Galldris Group

General Site Safety Rules

1. All personnel shall undergo site safety induction training. Behavioural Safety Awareness procedure will be briefed to all operatives at induction.
2. All Galldris personnel and Sub-Contractors working on site(s) for Galldris are to hold the relevant CSCS/CPCS card
3. All operatives to receive Galldris Company Policy briefing.
4. All personnel to receive Method Statement Briefing and sign Briefing Register.
5. Appropriate PPE shall be worn at all times.
6. Every accident/incident & near miss event must be reported to the Site Manager immediately.
7. Any person found to be interfering with or misusing equipment provided in the interest of health, safety and welfare shall be excluded from site.
8. Smoking will only be permitted in designated areas.
9. Visitors must report to security at the start and end of each shift to sign in/out.
10. Vehicle drivers must wear the appropriate PPE (when outside vehicle). Vehicles are not to be reversed on site unless under the control of a banksman.
11. Vehicle Drivers must remain with their vehicle during loading/unloading.
12. Safety Signs and notices must be followed.
13. The public must be protected from hazards associated with this work.
14. No alcohol or drugs are to be brought onto the site.
15. No person who is under the influence of alcohol or drugs is allowed onto site.
16. No gambling, threatening or violent behaviour.
17. No personnel shall indulge in fighting or horseplay within the site or its perimeter.
18. Toilets and washrooms must be kept in a clean and hygienic state at all times.
19. Rubbish must not be allowed to accumulate; work areas are to be kept tidy.
20. Transistor radios or personal audio devices are not to be used.
21. Site Fire and emergency alarms, equipment and instructions are designed to protect lives. They must be followed.
22. No works to be undertaken unless the required competency is held by operative i.e. Network Rail PTS, London Underground Entry Permit, Leading Edge, Confined Space Entry.

This list is not exhaustive and may be added to.