Toolbox talk

Site inductions and new starters

Know the site before you start work

10 minutes | For: Supervisors, new starters and anyone who looks after visitors

Why it matters

HSE says workers are as likely to have an accident in their first 6 months at work as during the whole of the rest of their working life. A good induction and close supervision in those first days make the biggest difference.

Key points

1. Every worker on a construction site must get a suitable induction before starting work.
2. Inductions must be about this site: its particular hazards, site rules and the controls in place.
3. Cover first aid, emergency arrangements, accident and near miss reporting, and who to speak to about safety.
4. Use plain language and walk new starters round the site. Get translations if someone needs them.
5. New starters may not speak up. Supervise them closely and check they understand, especially in their first weeks.
6. Visitors get an induction too, sized to the visit. Escorted visitors need the main hazards and controls.
7. Site rules apply to everyone on site and should be clear and easy to follow.
8. If you've been inducted but something isn't clear, ask. It's part of the job.

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Go further: Site inductions: the 10 items that prevent repeat incidents

Sources: HSE: Site rules and induction; HSE: New to the job, health and safety; HSE: Construction workers, roles and responsibilities under CDM 2015.

This talk supports, but does not replace, your site-specific risk assessment, method statement, training and supervision. Free to copy and use. **tradefoxapp.com/toolbox-talks/site-induction**

Toolbox talk

Site inductions and new starters

Do

- Make sure every new starter is inducted before they start work.
- Show people the welfare, first aid kit, fire points and assembly point.
- Pair new starters with an experienced worker for their first days.
- Check understanding by asking questions, not just getting a signature.
- Tell new starters how to report hazards and near misses.

Don't

- Don't let anyone start work before they've had the site induction.
- Don't rush an induction or treat it as a box-ticking exercise.
- Don't assume an experienced worker knows this site's hazards.
- Don't leave a new starter alone on a high-risk task.

Ask the group

- What do you wish you'd been told on your first day here?
- Who is new on site this week, and who is looking out for them?
- Where is the assembly point and the first aid kit?
- Would you feel able to stop a job if you weren't sure it was safe?

If it goes wrong: If a new starter is hurt or nearly hurt, deal with any injury first and call 999 if needed. Then record it, tell your supervisor, and check what they were told at induction. Gaps in the induction should be fixed for everyone.

On this site

Nearest first aider _____

Emergency assembly point _____

Site-specific hazards and controls _____

_____

Sources: HSE: Site rules and induction; HSE: New to the job, health and safety; HSE: Construction workers, roles and responsibilities under CDM 2015.

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Attendance register

Site inductions and new starters

Site / project _____ Date and time _____

Presented by _____ Company _____

	Name (print)	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
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10			
11			
12			
13			
14			

By signing, attendees confirm they took part in this toolbox talk and understood the key points. Keep this record with your site safety file.

Presenter signature _____ Follow-up actions _____

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Quick check

Site inductions and new starters

Tick one answer for each question. Your presenter has the answers.

Name _____ Date _____

1. When are workers most likely to have an accident?

- [ ] In their first 6 months at work
- [ ] Just before retiring
- [ ] After 10 years

2. What should a site induction be based on?

- [ ] A general video for all sites
- [ ] This site's hazards, rules and controls
- [ ] Whatever the worker asks about

3. Do visitors need an induction?

- [ ] No, only workers
- [ ] Yes, proportionate to the visit
- [ ] Only if they stay all day

4. Why should supervisors watch new starters closely?

- [ ] New starters may not speak up about problems
- [ ] To check their speed
- [ ] It isn't needed

5. A worker doesn't speak much English. What should you do?

- [ ] Carry on in English
- [ ] Make sure they understand, using translation if needed
- [ ] Send them home

Sources: HSE: Site rules and induction; HSE: New to the job, health and safety; HSE: Construction workers, roles and responsibilities under CDM 2015.

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For the presenter

Answers and sources

Quick check answers

1. In their first 6 months at work

HSE says workers are as likely to have an accident in their first 6 months as during the rest of their working life.

2. This site's hazards, rules and controls

HSE says inductions should be site-specific and point out the particular risks and control measures.

3. Yes, proportionate to the visit

Visitors get an induction proportionate to the visit. Escorted visitors need the main hazards and controls.

4. New starters may not speak up about problems

HSE warns new workers may be reluctant to raise concerns or not know how to.

5. Make sure they understand, using translation if needed

HSE says translations may be needed so everyone understands the site rules.

Sources

- HSE: Site rules and induction
  https://www.hse.gov.uk/construction/safetytopics/site-rules-induction.htm
- HSE: New to the job, health and safety
  https://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm
- HSE: Construction workers, roles and responsibilities under CDM 2015
  https://www.hse.gov.uk/construction/cdm/2015/workers.htm

> **Presenting tips:** keep it to about 10 minutes, use real examples from your site, ask the group questions rather than reading everything out, and record attendance on the register.

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New here? Ask. Every time.

1. No induction, no work
2. Know the assembly point
3. Report hazards and near misses

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2. **Know the assembly point**
3. **Report hazards and near misses**

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Sources and qualifications

Site inductions and new starters

Scope: Great Britain safety legislation unless a nation is identified. Northern Ireland has separate legislation. Site rules can be stricter than minimum legal duties; use the site assessment, instructions and competent supervision.

A4 applicability: no installation-design requirement is asserted in this talk. Its claims are referenced to the subject-specific sources below.

S1. HSE: Site rules and induction

Site-specific induction for workers/visitors, emergencies, reporting, rules and understandable communication; key points and quiz.

https://www.hse.gov.uk/construction/safetytopics/site-rules-induction.htm

S2. HSE: New to the job

The attributed first-six-months risk comparison, capability, supervision, walking the site and checking understanding; Why it matters and Do/Don't.

https://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm