

# Site Safety Induction Checklist

## Project & Attendee Details

Project Name

Site Location

Date

Conducted By

Attendee Name

Company

## Induction Checklist

#	Induction Item	Yes	No	Comments
1	Site access, layout & emergency exits explained	<input type="checkbox"/>	<input type="checkbox"/>	
2	Fire safety, alarms, assembly points identified	<input type="checkbox"/>	<input type="checkbox"/>	
3	First aid procedures & locations outlined	<input type="checkbox"/>	<input type="checkbox"/>	
4	Personal protective equipment (PPE) requirements discussed	<input type="checkbox"/>	<input type="checkbox"/>	
5	Hazard & incident reporting explained	<input type="checkbox"/>	<input type="checkbox"/>	
6	Site rules and safe work procedures reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
7	High-risk activities outlined (e.g., work at height, hot works)	<input type="checkbox"/>	<input type="checkbox"/>	
8	Restricted areas identified	<input type="checkbox"/>	<input type="checkbox"/>	
9	Environmental controls explained	<input type="checkbox"/>	<input type="checkbox"/>	
10	Questions invited & answered	<input type="checkbox"/>	<input type="checkbox"/>	

Attendee Signature & Date

Inductor Signature & Date