

03

CLIENT INDUCTION

If your workplace is occupied by a client or the client is likely to visit the job, then you need to induct the client to the workplace using the Client Induction Cards.

To induct a client make sure you:

- Meet the client at the workplace (if possible)
- Provide them with a copy of the Client Induction Cards
- Have the client read & acknowledge the contents of the Client Induction Cards
- Explain the main hazards that will be present during the work
- Reinforce the Site Rules & obtain agreement from the client to follow the rules (see Visitor Induction Card)
- Explain that the client is responsible for any person they bring to the workplace when workers are not present
- Note your induction & the client's agreement in your diary



0800 555 339

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HAZARD ID & RISK MANAGEMENT

Before you start your job, you should ensure you have identified all the hazards for the work you are doing & then manage the risks to health & safety. To do this you should:

A. Identify the hazards

- ☐ Ensure you are familiar with the Hazard Cards & their content
- ☐ Use the Hazard Cards as a memory jog to identify the hazards for your work
- ☐ List the hazards relevant to your work in your diary or on the Hazard ID & Risk Management Form in the HazardCo Pack

B. Manage the risks to health & safety

- ☐ Refer to the risk controls listed in the Hazard Cards relevant to your work
- ☐ Choose the most effective risk controls from the cards & note in your diary or on the Hazard ID & Risk Management Form in the HazardCo Pack. If possible, always choose controls that eliminate the risk of a hazard causing death, injury or illness or use multiple minimisation controls
- ☐ Ensure, where possible, workers involved have input into the selection of risk controls
- ☐ Ensure your chosen controls are in place before the work starts
- ☐ Inform all workers of the agreed risk controls & any expectations around these & note in your diary
- ☐ Regularly monitor the effectiveness of your risk controls

NOTE: You can use a Task Analysis Checklist or Work Method Statement provided by HazardCo if you require a more detailed hazard identification process. Call HazardCo on 0800 555 339 for further information.

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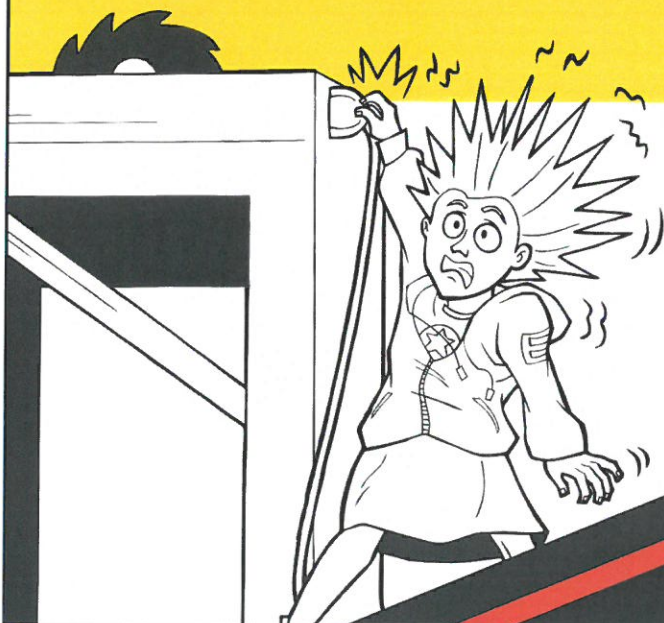
VISITOR INDUCTION

Any visitors to your workplace who are not working on the site should be met & told:

- ☐ The main hazards currently on site
- ☐ Any no-go areas on site
- ☐ The emergency signal, assembly point & location of first aid equipment
- ☐ The Site Rules (listed below)
- ☐ What the minimum PPE requirements are on site & provide when necessary

Site Rules

- No unauthorised access to the workplace
- No drugs or alcohol in the workplace
- No children (under 15 years) in the workplace
- No use or touching of equipment or tools unless authorised
- No animals in the workplace
- Keep off any scaffold, structures & ladders unless authorised
- All visitors to the workplace must sign the Visitor Register
- Visitors should not be left to roam the site & should be escorted for the duration of their visit



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