



SEAWOLF BUILDING CO

Generic Site Induction

Site Induction



The site induction communicates essential information regarding the work site, safe working methods and health and safety management carried out by Seawolf Building Co.



All attendees of the site induction are required to sign a register confirming their attendance and their agreement to abide by Seawolf Building Co's policies, procedures and site rules. By signing, attendees acknowledge that they are to follow the agreed method of working.

Site Working Hours

Site Operating Hours are

Monday – Friday 6.30am – 3.30pm

- Seawolf Building Co staff are expected to be present on site and ready to commence work at 7.00am daily. Site set-up is to be carried out as required and prior to 7.00am to allow for works to commence at 7.00am. Site shut-down is to commence at a reasonable time to allow for works to cease at 3.30pm, unless otherwise stated.
- Staff wishing to work outside these hours must obtain permission from the Managing Director, Dane Johnson, *prior* to extended working. Where Saturday work is available and/or required, site operating hours will remain the same.
- All Staff must record their hours of work and submit their timesheets by Sunday evening every week. Contractors are to submit their timesheet, subbie statement and invoice by Sunday evening every week.
- All Staff are to be considerate and co-operative at all times.

Management Team

Project Manager: Dane Johnson

Site Supervisor: Dane Johnson

Site Safety Supervisor: Dane Johnson

First Aid: Dane Johnson

- Please refer to the Construction Safety Plan for further details

Emergency Procedures

When an incident or injury occurs, the following procedure should be followed:

- Provide first aid to any injured persons. Do not move the person unless they are at risk of further injury
- Ensure that the risk is controlled so that no more incidents or injuries can occur
- Contact an ambulance or Dr's surgery to make an emergency appointment
- Contact Seawolf Building Co on 0433 603 045 or 0414 346 247
- Do not interfere with the scene of the incident
- Wait further instruction from Seawolf Building Co or Emergency Services

If you are unable to extinguish a fire, you should:

- Ring the Fire Brigade immediately on 000
- Contact Seawolf Building Co immediately on 0433 603 045 or 0414 346 247
- Assemble at the designated assembly point and await further instruction from Seawolf Building Co or Emergency Services

First Aid



All Seawolf Building Co vehicles will carry first aid kits. It is also the responsibility of contractors to carry adequate first aid kits for the treatment of any injury which may occur while carrying out their duties on site



Workers are responsible for reporting all work-related injuries, illnesses, incidents where a person could have been injured, and equipment damage. The worker or immediate supervisor must complete Incident/injury Report within 2 hours of the injury or incident. It is the responsibility of the supervisor to ensure that the report is sent to Seawolf Building Co within 24 hours of the time of the injury/incident.

Facilities

The following facilities are provided on site:

- Toilets
- Washing Areas
- Site Office
- Site Bins

Please remember to place all rubbish in site bins provided and ensure site is kept clean and tidy at all times.

Housekeeping

All contractors are to keep their work areas clear of trip hazards and place waste materials in the rubbish bins provided. If there is an issue with rubbish (eg. bin is full or site is untidy) and/or the storage of materials, the Managing Director should be notified as soon as is reasonably practicable. All materials must be stored appropriately inside the boundaries of the site and be kept clear of access points or walkways.

Site Rules

The following site rules are to be adhered to at all times:

- All contractors and/or their employees must have current WHS Induction evidence
- All contractors must comply with Seawolf Building Co's Construction Safety Plan and WHS Policy
- An Initial Risk Assessment and Tool Box Talk must be completed by contractors prior to commencement of works on site and repeated if an extended period of time has lapsed between attendances to site
- Do not walk through barricaded areas on site
- All rubbish must be placed in bins provided on site
- Work areas must be kept clean and tidy at all times
- No lighting of fires
- No smoking or vaping on site
- No alcohol or drugs are to be consumed on site
- You must not be under the influence of drugs or alcohol while on site
- Fighting or aggressive behaviour will not be tolerated under any circumstances
- Personal Protective Equipment will be used in accordance with manufacturers instructions and when directed by the Managing Director, in accordance with site signage and only after appropriate training in its use has been completed
- No animals on site
- All incidents, dangerous events, serious bodily injuries and work-related illness' must be reported to the Managing Director
- All workers must maintain site amenities in a clean, tidy and hygienic state