

SITE INDUCTION FORM

SITE NAME:	
SITE ADDRESS:	

KNOWLEDGE OF WORK LOCATION	
• Name and address of work site	
• Location of fire control panel and procedures in case of fire	
• General understanding of the site	
• Location of all fire exits	
• Location of Garbage rooms	

GENERAL INSTRUCTIONS	
• Sited and understood the SITE OPERATING PROCEDURES	
• Presentation, punctuality and Uniforms addressed	
• Maintaining and keep clean the reception area and any break rooms, fridge , microwave and kettles	
• Provided roster	
• Reporting maintenance issues addressed	
• Contact numbers in case of emergency or assistance sited	

EMERGENCY PROCEDURES	
• Procedures in case of fire shown	
• Procedures in case of security issue shown	
• Procedures in case of maintenance issue shown	

I acknowledge that I have on this date been shown the above items which have been ticked and I understand my duties in relation to each.

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:..... **DATE:**...../...../.....

INDUCTION CONDUCTED BY:	
NAME:	
SIGNATURE:	DATE:/...../.....
POSITION:	