



Grid Group Standardised Site Induction

It is the policy of Grid Group Pty Ltd that each new personnel member is inducted onto sites that are being serviced by our business.

The site induction is to be performed by the National Operations Manager, Training & Development Manager or the site Supervisor. This induction is to be completed in addition to the Grid Group Staff Induction

- Completed Clients inhouse induction (where applicable)
- Roles & responsibility of personnel
- What to do in an emergency
 - Assembly point and evacuation route
 - Closest medical facility
 - Contact details of emergency services
 - Location of first aid kit and/or Officer
 - Location of Fire Extinguisher & Hose Reel
- Facilities, including lunchroom, bathrooms, lockers, access to drinking water
- Does the person have the correct personal protective equipment (PPE) available?
 - Hard hat (where applicable)
 - Safety glasses (where applicable)
 - Safety footwear (must be steel cap shoes/boots on a construction site)
 - High visibility shirt or vest
- Correct usage, handling & storage of equipment
- Correct usage, handling & storage of chemicals including SDS
- Procedures for reporting Hazard Identification, Near Misses and Accidents & Incidents
- Perusal of the Grid Group Induction folder that is available on site
- Traffic management plan
 - Driving of vehicles under the correct licence
 - Speed limit on site

- Vehicle routes
 - Pedestrian crossings
 - Parking areas
 - Signs & road markings including bollards, witches' hats & painted zones
- Time & attendance recording using Timesheets, Bundy system or other
- Reply to any questions or queries that new personnel may have