



# Site Induction Checklist

conducted for

# Black Agency Construction

**Conducted on (Date and Time)**

12 Jun 2018 02:54 PM

**Prepared by**

Mark Labrosa

**Location**

618 Estero Cegado St, 307 Quiapo, Manila, 1001 Metro Manila, Philippines

**Completed on**

13 Jun 2018 08:15 AM

**Score**

13/17.0 - 76.47%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
General Rights and Responsibilities • Explain worker rights and responsibilities as granted by legislation.	×	Not yet discussed.
Company Safety Rules and Policies • Explain safety rules and policies that are specific to your company.	×	Not yet discussed.
Site Hazards • Tour the work areas and facility and discuss associated work area hazards and safe work practices.	×	Not yet done with the tour
Emergency Notification Form • Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.	×	Forms are not available

## Actions

### #1. Print emergency forms

Assignee: nelly@bac.com  
Priority: HIGH  
Due Date: 13 Jun 2018 05:30 PM  
Audit: Black Agency Construction / 12 Jun 2018 / Mark Labrosa  
Linked to item: Emergency Notification Form • Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.  
Status: To Do

## Audit - 13/17 76.47%

Question	Response	Details
<b>General Information</b>		
Nature of work	Construction	
Number of participants	5	
List down the names of participants	1. John Santos 2. Mico Ramos 3. Dan Cheng 4. Shiela Marie Fuentes 5. Jam Gonzales	
<b>Safety Induction</b>		Score (13/17) 76.47%
Site layout • Site operating hours, site location, and floor plan.	✓	
Requirements of the job • Working schedules, conditions, processes and procedures.	✓	
General Rights and Responsibilities • Explain worker rights and responsibilities as granted by legislation.	✗	Not yet discussed.
Government Safety Regulation • Provide education about safety regulations. Identify the location of the Material Safety Data Sheets (MSDSs). Review the MSDSs for all hazardous materials to be used by the employee. Explain hazardous material labeling requirements. Conduct job-specific training.	✓	
Company Safety Rules and Policies • Explain safety rules and policies that are specific to your company.	✗	Not yet discussed.
Site Rules • All site personnel must sign in and out of site. Usage of mobile devices. Ensure mechanical and electrical equipment is stored properly. Keep all areas of the site tidy and free from discarded materials.	✓	

Question	Response	Details
<p>Site Hazards</p> <ul style="list-style-type: none"> <li>• Tour the work areas and facility and discuss associated work area hazards and safe work practices.</li> </ul>	✘	Not yet done with the tour
<p>Health and Safety</p> <ul style="list-style-type: none"> <li>• Health and safety policies were discussed. Prohibit use of drugs and alcohol within the site.</li> </ul>	✔	
<p>Site Housekeeping</p> <ul style="list-style-type: none"> <li>• Always ensures that your work area is tidy and free from any rubbish. A waste compound is provided on site for the orderly disposal of waste materials.</li> </ul>	✔	
<p>Toxic Products</p> <ul style="list-style-type: none"> <li>• Identify workspaces where hazardous materials are used, stored or disposed of.</li> </ul>	✔	
<p>Food and Beverages</p> <ul style="list-style-type: none"> <li>• Explain that food and beverages are only permitted to be stored in refrigerators clearly labeled "FOOD ONLY". All food and drink is to be consumed within the prescribed welfare facilities compound.</li> </ul>	N/A	
<p>Welfare Facilities</p> <ul style="list-style-type: none"> <li>• Location of welfare facilities (toilets, washing areas, and canteen)</li> </ul>	✔	
<p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> <li>• Review the PPE program if the employee will be required to wear protective equipment. Issue appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.</li> </ul>	✔	
<p>In Case of Injury or Illness</p> <ul style="list-style-type: none"> <li>• Review the reporting procedures in the event of an injury and/or accident.</li> </ul>	✔	
<p>Emergency Notification Form</p> <ul style="list-style-type: none"> <li>• Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.</li> </ul>	✘	Forms are not available

Question		Response	Details
Emergency Procedures • Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.		✓	
Emergency Evacuation • Review the company's Emergency Evacuation Plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.		✓	
Emergency Contact • Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency.		✓	
<b>Completion</b>			
Observations and Recommendations		<ul style="list-style-type: none"> <li>- Work on failed items.</li> <li>- It is important to discuss Company Safety Rules and Policies and General Rights and Responsibilities.</li> <li>- Tour all employees to worksite to be familiar with emergency evacuation procedures.</li> <li>- Employees must complete the Emergency Notification form.</li> </ul>	
Supervisor (Full Name and Signature)	Mark Labrosa	13 Jun 2018 08:14 AM	