



Black Agency Construction / 12 Jun 2018 / Mark Labrosa

Site Induction Checklist

Complete

Inspection score	Failed items	Created actions
76.47%	4	0
Client / Site Black Agency Construction		
Conducted on (Date and Time) 📅 12th Jun, 2018 ⌚ 4:54 PM AEST		
Prepared by Mark Labrosa		
Location 618 Estero Cegado St, 307 Quiapo, Manila, 1001 Metro Manila, Philippines		

Failed items

4 Failed

Audit / Safety Induction

General Rights and Responsibilities <ul style="list-style-type: none">• Explain worker rights and responsibilities as granted by legislation.	×
– Notes Not yet discussed.	
Company Safety Rules and Policies <ul style="list-style-type: none">• Explain safety rules and policies that are specific to your company.	×
– Notes Not yet discussed.	
Site Hazards <ul style="list-style-type: none">• Tour the work areas and facility and discuss associated work area hazards and safe work practices.	×
– Notes Not yet done with the tour	
Emergency Notification Form <ul style="list-style-type: none">• Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.	×
– Notes Forms are not available	

General Information

Nature of work Construction
Number of participants 5
List down the names of participants <ol style="list-style-type: none"> 1. John Santos 2. Mico Ramos 3. Dan Cheng 4. Shiela Marie Fuentes 5. Jam Gonzales

Safety Induction


4 Failed

<p>Site layout</p> <ul style="list-style-type: none"> • Site operating hours, site location, and floor plan. 	✓
<p>Requirements of the job</p> <ul style="list-style-type: none"> • Working schedules, conditions, processes and procedures. 	✓
<p>General Rights and Responsibilities</p> <ul style="list-style-type: none"> • Explain worker rights and responsibilities as granted by legislation. 	✗
<p>– Notes</p> <p>Not yet discussed.</p>	
<p>Government Safety Regulation</p> <ul style="list-style-type: none"> • 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. 	✓
<p>Company Safety Rules and Policies</p> <ul style="list-style-type: none"> • Explain safety rules and policies that are specific to your company. 	✗
<p>– Notes</p> <p>Not yet discussed.</p>	
<p>Site Rules</p> <ul style="list-style-type: none"> • 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. 	✓

<p>Site Hazards</p> <ul style="list-style-type: none"> • Tour the work areas and facility and discuss associated work area hazards and safe work practices. 	×
<p>– Notes</p> <p>Not yet done with the tour</p>	
<p>Health and Safety</p> <ul style="list-style-type: none"> • Health and safety policies were discussed. Prohibit use of drugs and alcohol within the site. 	✓
<p>Site Housekeeping</p> <ul style="list-style-type: none"> • 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. 	✓
<p>Toxic Products</p> <ul style="list-style-type: none"> • Identify workspaces where hazardous materials are used, stored or disposed of. 	✓
<p>Food and Beverages</p> <ul style="list-style-type: none"> • 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. 	N/A
<p>Welfare Facilities</p> <ul style="list-style-type: none"> • Location of welfare facilities (toilets, washing areas, and canteen) 	✓
<p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> • 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. 	✓
<p>In Case of Injury or Illness</p> <ul style="list-style-type: none"> • Review the reporting procedures in the event of an injury and/or accident. 	✓
<p>Emergency Notification Form</p> <ul style="list-style-type: none"> • Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator. 	×
<p>– Notes</p> <p>Forms are not available</p>	
<p>Emergency Procedures</p> <ul style="list-style-type: none"> • 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. 	✓

<p>Emergency Evacuation</p> <ul style="list-style-type: none"> • 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. 	✓
<p>Emergency Contact</p> <ul style="list-style-type: none"> • Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency. 	✓

Completion

<p>Observations and Recommendations</p> <ul style="list-style-type: none"> - Work on failed items. - It is important to discuss Company Safety Rules and Policies and General Rights and Responsibilities. - Tour all employees to worksite to be familiar with emergency evacuation procedures. - Employees must complete the Emergency Notification form. 	
<p>Supervisor (Full Name and Signature)</p> <div style="display: flex; align-items: center; gap: 20px;"> <div data-bbox="193 804 568 1072" style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; width: 150px;">  </div> <div data-bbox="619 900 932 981"> <p>Mark Labrosa 13th Jun, 2018 10:14 AM AEST</p> </div> </div>	