



Site Induction Checklist

Black Agency Construction / 19 May 2023 / Mark Labrosa

Complete

Score	13 / 17 (76.47%)	Flagged items	4	Actions	0
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Client / Site

Black Agency Construction

Conducted on (Date and Time)

19 May 2023 10:04 PST

Prepared by

Mark Labrosa

Location

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

Flagged items

4 flagged

Audit / Safety Induction

General Rights and Responsibilities

- Explain worker rights and responsibilities as granted by legislation.



Not yet discussed

Audit / Safety Induction

Company Safety Rules and Policies

- Explain safety rules and policies that are specific to your company.



Not yet discussed.

Audit / Safety Induction

Site Hazards

- Tour the work areas and facility and discuss associated work area hazards and safe work practices.



Not yet done with the tour

Audit / Safety Induction

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

Audit		4 flagged, 13 / 17 (76.47%)
General Information		
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		
Safety Induction		4 flagged, 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.	✓	
Site Hazards • Tour the work areas and facility and discuss associated	✗	

work area hazards and safe work practices.

Not yet done with the tour

Health and Safety • Health and safety policies were discussed. Prohibit use of drugs and alcohol within the site.	✓
Site Housekeeping • 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.	✓
Toxic Products • Identify workspaces where hazardous materials are used, stored or disposed of.	✓
Food and Beverages • 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
Welfare Facilities • Location of welfare facilities (toilets, washing areas, and canteen)	✓
Personal Protective Equipment (PPE) • 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.	✓
In Case of Injury or Illness • Review the reporting procedures in the event of an injury and/or accident.	✓
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	
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.



Completion

Observations and Recommendations

- 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.

Supervisor (Full Name and Signature)

Mark Labrosa
19 May 2023 10:29 PST
