



CONSTRUCTION SITE

SAFETY INDUCTION – PRE-INDUCTION CHECK LIST

Complete and verify this sheet before delivering the site-specific safety induction. Mark N/A only where genuinely not applicable. Any mandatory item that is missing, expired or unverified should be treated as HOLD.

Plant/Project Site	Contractor / Company Name		Worker ID No.
Worker Name.	Role / Trade	Supervisor/Verifier Name	Date

PERSON & EMPLOYMENT DETAILS

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Identity verified against approved identification / access record.	☐ OK ☐ HOLD ☐ N/A	
2	Employer / contractor / subcontractor relationship verified.	☐ OK ☐ HOLD ☐ N/A	
3	Job title, trade and intended work scope confirmed.	☐ OK ☐ HOLD ☐ N/A	
4	Required employment / work authorization verified where applicable.	☐ OK ☐ HOLD ☐ N/A	
5	Emergency contact recorded.	☐ OK ☐ HOLD ☐ N/A	

CONTRACTOR / COMPANY READINESS

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Contractor is approved / authorized to work on the project.	☐ OK ☐ HOLD ☐ N/A	
2	Required contractor HSE documentation is approved and current.	☐ OK ☐ HOLD ☐ N/A	
3	Relevant risk assessments / method statements / safe work procedures are available.	☐ OK ☐ HOLD ☐ N/A	
4	Competent supervisor / responsible person is assigned.	☐ OK ☐ HOLD ☐ N/A	
5	Project-specific contractor requirements have been communicated.	☐ OK ☐ HOLD ☐ N/A	

STATUTORY LICENCES, CARDS & REGISTRATIONS

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Required general construction induction card / worker registration verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
2	Trade / professional license verified where legally required.	☐ OK ☐ HOLD ☐ N/A	
3	High-risk work license / certificate verified where applicable.	☐ OK ☐ HOLD ☐ N/A	
4	Equipment/operator license or authorization verified for intended equipment.	☐ OK ☐ HOLD ☐ N/A	
5	Any jurisdiction-specific permit, registration or competency card verified.	☐ OK ☐ HOLD ☐ N/A	
6	Expiry dates checked and recorded.	☐ OK ☐ HOLD ☐ N/A	

COMPETENCY & TRAINING

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Required trade / occupational competency evidence verified.	☐ OK ☐ HOLD ☐ N/A	
2	Task-specific training requirements identified.	☐ OK ☐ HOLD ☐ N/A	
3	Work-at-height training verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
4	Lifting / rigging / signalling competency verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
5	Plant / mobile equipment competency verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
6	Electrical / isolation / LOTO competency verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
7	Confined-space competency verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
8	Excavation / trenching competency verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
9	Hot-work competency verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
10	Hazardous substance / chemical training verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
11	Asbestos / silica / lead or other exposure-specific training verified, where applicable.	☐ OK ☐ HOLD ☐ N/A	
12	First-aid / emergency-response competency verified where required for the role.	☐ OK ☐ HOLD ☐ N/A	
13	Training records are current and match the actual work to be performed.	☐ OK ☐ HOLD ☐ N/A	

FITNESS & OCCUPATIONAL HEALTH

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Required fitness-for-work / occupational-health assessment completed, where applicable.	☐ OK ☐ HOLD ☐ N/A	
2	Required medical surveillance identified and completed where legally required.	☐ OK ☐ HOLD ☐ N/A	
3	Any safety-relevant work restriction has been appropriately addressed.	☐ OK ☐ HOLD ☐ N/A	
4	Fatigue / working-hours considerations addressed where relevant.	☐ OK ☐ HOLD ☐ N/A	
5	Worker is fit for the intended work and site conditions, within applicable legal/privacy limits.	☐ OK ☐ HOLD ☐ N/A	
6	Pre-Access Drug & Alcohol (D&A) Screening.	☐ OK ☐ HOLD ☐ N/A	
7	Worker completed health self-declaration about pre-existing conditions requiring site response planning (e.g., severe allergies, diabetes, epilepsy).	☐ OK ☐ HOLD ☐ N/A	

SITE & PROJECT READINESS

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Current project HSE / construction safety plan is available.	☐ OK ☐ HOLD ☐ N/A	
2	Required site-specific orientation materials, hazard map, and site rules ready for delivery.	☐ OK ☐ HOLD ☐ N/A	
3	Welfare facilities, first-aid station, and emergency assembly points identified for assigned zone.	☐ OK ☐ HOLD ☐ N/A	
4	Pedestrian and vehicle routes / traffic controls are established.	☐ OK ☐ HOLD ☐ N/A	
5	Emergency alarm, evacuation and assembly arrangements are established.	☐ OK ☐ HOLD ☐ N/A	
6	Emergency contacts and communication arrangements are available.	☐ OK ☐ HOLD ☐ N/A	
7	First-aid arrangements are operational.	☐ OK ☐ HOLD ☐ N/A	
8	Fire protection / emergency arrangements are operational.	☐ OK ☐ HOLD ☐ N/A	
9	Welfare facilities are available.	☐ OK ☐ HOLD ☐ N/A	
10	Required barriers, signs, lighting and restricted area controls are in place.	☐ OK ☐ HOLD ☐ N/A	

PPE & ACCESS REQUIREMENTS

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Minimum site PPE requirements identified.	☐ OK ☐ HOLD ☐ N/A	
2	Task-specific PPE requirements identified.	☐ OK ☐ HOLD ☐ N/A	
3	Required PPE is issued, suitable and correctly sized.	☐ OK ☐ HOLD ☐ N/A	
4	Special PPE requirements / fit requirements addressed where applicable.	☐ OK ☐ HOLD ☐ N/A	
5	Workers understand PPE use, inspection, care and limitations.	☐ OK ☐ HOLD ☐ N/A	

LANGUAGE, COMMUNICATION & ACCESSIBILITY

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Worker's language / communication needs identified.	☐ OK ☐ HOLD ☐ N/A	
2	Interpreter / translated material arranged where required.	☐ OK ☐ HOLD ☐ N/A	
3	Additional supervision arranged for inexperienced / young / newly assigned workers, where required.	☐ OK ☐ HOLD ☐ N/A	
4	Verified that the worker can read basic safety signage or assigned a visual/translated buddy system for safety briefings.	☐ OK ☐ HOLD ☐ N/A	

TASK-SPECIFIC PREREQUISITES

No.	Pre-induction verification item	Status	Remarks / Evidence Ref.
1	Relevant permit-to-work requirements identified.	☐ OK ☐ HOLD ☐ N/A	
2	Required task risk assessment / method statement have been reviewed or made available.	☐ OK ☐ HOLD ☐ N/A	
3	Required equipment inspection / Certification requirements identified.	☐ OK ☐ HOLD ☐ N/A	
4	Required rescue / emergency arrangements identified for the task.	☐ OK ☐ HOLD ☐ N/A	
5	No task-specific prerequisite has been incorrectly assumed to be covered by general induction.	☐ OK ☐ HOLD ☐ N/A	

FINAL GATE RELEASE & BADGE ISSUANCE

Release check	Result	Remarks
All mandatory pre-induction documents verified	☐ PRESS ☐ HOLD	
Competence / license Requirements verified	☐ PRESS ☐ HOLD	
Fitness / health requirements addressed where applicable	☐ PRESS ☐ HOLD	
Site and emergency arrangements ready	☐ PRESS ☐ HOLD	
PPE / access prerequisites satisfied	☐ PRESS ☐ HOLD	
Worker is ready for site-specific safety induction	☐ YES ☐ NO	

Outstanding action / document	Responsible person	Due date	Actual closure date
Prepared / Checked by	Signature	Date	Worker acknowledgement

Disclaimer: This is a generic baseline. Applicable local legislation, licences, permits, client requirements and project procedures must be incorporated before use.