

# Site Specific Induction (SSI)

## Part B: Checklist

In this Site Specific Induction you will advise the inductee of the project and site emergency evacuation procedures, as specified in the Project Health and Safety Management Plan. Make sure to include them in a worksite safety plan/tailgate meeting. Upon completing this induction they will be able to enter a Transpower substation and access controlled and restricted areas for work, only under the close supervision of a Substation Entry 2 (SE2) competent person.

Inductee name: \_\_\_\_\_

Substation: \_\_\_\_\_

Service Provider: \_\_\_\_\_

Inductor: \_\_\_\_\_

### Know the site

#### Site entry

Sign in to the Entry Log recorded by the inducing Substation Entry competent person.

Inductee:

- can identify restricted and controlled areas
- is informed of competency requirements for access to restricted and controlled areas

**Prompt:** You'll be under close supervision – do you understand how close you need to be to your supervisor?

#### Introductions to fellow-workers

**Prompt:** Who will you be working with?

**Prompt:** Who is going to be providing the supervision for your work today?

#### Site familiarisation

Inductee knows location of toilets, kitchen, tea-room, water, designated smoking areas, landline phone for emergencies.

**Prompt:** Where will you be working?

#### Emergency response plan/procedures

Discuss the site's flip-chart, which records:

- GPS co-ordinates and physical address (location)
- Single Line drawings (site layout)

Discuss location of key emergency contact details.

The emergency procedure before starting work is discussed:

- Site emergency plan and location of emergency exits
- Location of first aid kits, emergency showers, fire exits and extinguishers
- Only use a fire extinguisher to help someone escape a fire or to put out a small fire, if it is safe to do so. Instructions are included on the exterior of the fire extinguisher.

**Inductor has completed delivery of SSI part A with inductee.**

Completed

**The inductee acknowledges and understands SSI part A.**

Completed

**The inductee has participated in the worksite safety plan**

Completed

### Know the responsibilities

#### Tools, plant and equipment

Discuss care of and confirm competency for use of tools/equipment.

Defective or worn-out equipment must be tagged with a defect label and not used.

**Contamination prompt:** Will your work produce heat, dust or slurry? How will they be managed?

#### Stop work

Personal Risk Assessment; **Prompt:** Are you up for the job today?

**Prompt:** If at any time you feel like the work you are doing or the way you are working is unsafe, stop work, check with your supervisor.

#### Drug policy compliance understood

Discuss random and post-incident testing

Completed

Completed

## Know the risks

### Minimum approach distances (MADs)

Confirm the MADs for the work the inductee is undertaking

**Prompt:** MAD must always apply. This creates a safety zone between you and live conductors or those that are not fully insulated.

**Prompt:** Can you identify voltages, nearest live points and relative approach distance to the equipment?

### Hazard identification board/incident reporting

**Prompt:** Have you checked the Hazard Board/s and been updated with the current on-site hazards and work in progress?

**Prompt:** Where are the hazardous substances and SDS located on site?

Note any Hazard signs on fences and gates.

Equipment in distress; **Prompt:** What does normal smell/sound/look like?

Discuss what to do when site security is compromised (e.g. damage to fence).

### Worksite safety plan/job familiarisation

**Prompt:** What work will be carried out and what are the risks?

Tailgates/SDS/Hazard Identification meetings have taken place.

Check participation and signature on the WSP.

### PPE: minimum requirements

- Hard hats
- Eye protection
- Full-body FR clothing
- Natural fibre under-clothing
- Gloves (appropriate to task)
- Safety footwear

Confirm workers have all these items and that no jewellery or other conductive articles are worn.

Confirm importance of wearing PPE properly **AT ALL TIMES.**

Completed

## Service Provider specifics

## Sign

Date: \_\_\_\_\_

Inductor's Name: \_\_\_\_\_

Inductee's Name: \_\_\_\_\_

Signature

Signature