



# Health and Safety Induction

**State the Industry the PCBU is from – Electrical – Plumbing – Painter – Real Estate - \_\_\_\_\_**

<b>Purpose:</b>	<b>To assist employers (including sub-contractors) familiarise workers with the OHS rules and procedures of the site and sign in/out Induction App Training BEFORE they commence work.</b>			
No	Items Covered Trades PCBU's	Yes	No	N/A
1	Have you established the competencies and qualifications (including trade qualifications) of the person?			
2	Has the PCBU Supplied an Approved Insurance and OHS Plan			
3	Have you ensured that the person has been taken through relevant safe work method statements for the tasks to be performed, undertaken the sign in/out induction training, and read the HSNZ Hazards List and Contractor Works file?			
4	Does the person have the correct PPE available?			
5	Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> <li>• Assembly point and evacuation route? Green Running Man – To corner Gorst Lane and Hobson Street.</li> <li>• Closest medical facility? – 33 Wyndham Street or City Med Medical Centre 8 Albert Street.</li> <li>• Contact details of emergency services? - 111</li> <li>• Provisions for emergency communications? - Use Cell Phone – No landline in building.</li> </ul>			
6	Has the person access to a First Aid Kit? <ul style="list-style-type: none"> <li>• All trades expected to carry their Own first aid equipment in their vehicles.</li> <li>• A backup first aid kit is available in the Managers office – Call for access.</li> <li>• Dial 111 for emergency first aid as Managers are not always on site to assist.</li> </ul>			
7	Have you shown the person where all relevant firefighting equipment is located? Fire extinguishers and Call Points on each floor, hose reels B3 Car Park.			
8	Have you introduced the person to their site Health and Safety Representative(s)? Health and Safety site representative is the Building Manager			
9	Have you shown the person where the amenities (including toilets and drinking water) are located? – Toilets water and tearoom in the Gym. Toilets on the door to the left and tearoom on the right.			
10	Have you explained the procedures for reporting incidents, injuries, and hazards? <ul style="list-style-type: none"> <li>• All injuries to be reported to the Building Manager and the Injury Register filled in</li> </ul>			
11	Has the person been trained to set up and use any specialised equipment that is required?			
12	Have you explained the site security procedures? – <ul style="list-style-type: none"> <li>• No tag no entry.</li> <li>• No doors propped open.</li> <li>• Reading of Site Hazard Notice – Level B1 and G by the mailroom.</li> </ul>			
13	Have you explained the site health and safety rules? <ul style="list-style-type: none"> <li>○ All PCBU's Officers and Workers to read Hazard notices before signing in on QR code.</li> <li>○ All PCBU's Officers and Workers to sign register.</li> <li>○ All walkways and means of exit to be kept clear at all times.</li> <li>○ No fumes, dust, dirt, noise, or hazardous substances in the common areas.</li> <li>○ Lifts and common areas to be protected from dirt and dust contamination.</li> <li>○ Dirt and airborne dust and fumes can trigger the fire alarm and enter apartments through vents.</li> </ul>			
14	Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified?			

Note	
A	Where there are a number of employers, the employer who has management and control of the site must provide sufficient information to enable contractors to fulfil their site induction obligations.
B	The detail required in the site induction will vary between phases of a construction project.
C	Where the person does not clearly understand English, use an interpreter to assist in translation.
D	All Trade and Non-trade PCBU's note that the evacuation point is on the corner of Gorst and Hobson Street under the shelter of the canopy



# Health and Safety Induction

Electrical	Trade Specific Induction
14	Main Electrical Landlord Meter and shut off in the Electrical Room Level B1 – Manager Access Only
15	<ul style="list-style-type: none"><li>○ Apartment Level shut off and meter in riser cupboard on the apartment floor level.</li><li>○ Total shut off by removing the fuse.</li><li>○ Manager Access only or Controlled access from Lock Box key – contact Manager for code</li></ul>
16	<ul style="list-style-type: none"><li>○ Apartment wide RCD does not cut off all circuits in the apartment.</li><li>○ The Mains Switch does cut off all circuits within the apartment</li></ul>

Plumbing	Trade Specific Induction
17	<ul style="list-style-type: none"><li>○ Shut off valve for the entire apartment located at the base of the hot water cylinder where the feed comes through the wall to the cylinder or in the ceiling of the hallway on the level – contact Manager for location.</li></ul>
18	<ul style="list-style-type: none"><li>○ Power shut off to Hot Water Cylinder is located in the fuse box within the apartment.</li></ul>
19	<p>Full floor shutdown at manifold located in the ceiling hatch in both the East and West wing of the apartment level flooring.</p> <ul style="list-style-type: none"><li>○ Shut down notification required to residents 48 hours prior to the event is required.</li><li>○ Shut off by manager only.</li></ul>

Telecom	Trade Specific Induction
20	<p>Telecom termination in cupboard on Ground floor by the lifts</p> <ul style="list-style-type: none"><li>○ Manager Access Only</li></ul>
21	<ul style="list-style-type: none"><li>○ UFB Cabinet located in the Electrical room level B1.</li><li>○ UFB has been fed to the riser cupboard on the apartment levels.</li><li>○ Termination from the riser cupboard to a tail in the ceiling space outside the door of the apartment has been completed.</li><li>○ Termination of UFB within the apartment to be signed off by the Owner of the apartment not the Tenant.</li><li>○ Termination to be completed as per the Owners instructions and an appointment made with the Manager of the building to gain access to the UFB cabinet for final termination.</li><li>○ Full apartment wide UFB can be achieved by using the Cat5e termination box in the wardrobe of the apartment.</li><li>○ Power for routers etc. can be tapped off the fan switch in the wardrobe.</li><li>○ Cat5e termination in the riser cupboard with one pair terminated to the apartment.</li></ul> <p>Cat5e 4 pair termination to each of the Rj45 terminals within the apartment is fed from a termination box in the wardrobe of the apartment.</p>

Sky	Trade Specific Induction
22	<ul style="list-style-type: none"><li>○ One feed to the apartment then split off to the face plate to the give connection.</li><li>○ Two terminals on the face plate behind the television.</li><li>○ One is for UHF and the other for satellite.</li><li>○ Strictly no additional satellite dishes or aerial are to be installed with-in the apartment nor on the deck.</li><li>○ No surface cabling within or exterior to the apartment is permitted.</li></ul>

Real Estate	Trade Specific Induction
23	<ul style="list-style-type: none"><li>○ No doors are to be propped open for open homes.</li><li>○ B3 Car Park only available to apartments with a Car Park and tag access.</li><li>○ Apartment Power shut off in the apartment fuse box usually behind the entrance door.</li></ul>

PCBU Name: \_\_\_\_\_ M: \_\_\_\_\_ E: \_\_\_\_\_ Signature: \_\_\_\_\_

Officer/Worker: \_\_\_\_\_ M: \_\_\_\_\_ E: \_\_\_\_\_ Signature: \_\_\_\_\_