STANDARD OPERATING PROCEDURE

Construction Site Induction SOP

Document no.	SOP-CON-001
Revision	1.0
Owner	Site Safety Officer
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure every worker, subcontractor and visitor is briefed on site hazards, rules, PPE requirements and emergency procedures before they start any work on site.

2. Scope

Applies to all new workers, subcontractors, delivery drivers and visitors entering the active construction site, including short one-day visits.

Definitions

Competent person	A worker who has the training, knowledge and experience to identify hazards and to perform or oversee a specific task safely.
Site pass	The badge or sticker issued after induction showing a person has been briefed and is authorized to be on site that day.
Muster point	The designated assembly location where everyone gathers during an evacuation or emergency.

3. Responsibilities

New Worker or Visitor	Attends the induction, provides required documents, wears issued PPE and follows site rules and instructions.
Site Supervisor	Delivers the site-specific briefing, confirms PPE and documentation, and escorts new arrivals to their work area.
Safety Officer	Maintains the induction program content, verifies competency cards and audits induction records.
Site Manager	Approves site access, resolves induction issues and keeps the induction register complete and current.

RACI matrix

Activity	New Worker or Visitor	Site Supervisor	Safety Officer	Site Manager
Verify identification and competency cards	R	A	C	I
Deliver site hazard and emergency briefing	I	R/A	C	I

Activity	New Worker or Visitor	Site Supervisor	Safety Officer	Site Manager
Issue PPE and site pass	R	A	I	-
Maintain induction register and records	-	R	A	I
Approve site access for new arrivals	I	C	C	R/A

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Site induction presentation or checklist
- Induction register or sign-in sheet
- Site pass badges or stickers
- Emergency and muster point site map
- Competency card verification records
- Visitor management log

Personal protective equipment

- Hard hat
- High-visibility vest
- Safety boots with toe protection
- Safety glasses

5. Procedure

Step	Task	Owner	Done
5.1	**Check in at the site office** Every new worker or visitor reports to the site office, presents photo identification and signs the visitor or induction register before entering the active work area.	New Worker or Visitor	☐
5.2	**Verify competency and documentation** The site supervisor checks trade competency cards, certifications and any required permits against the task the person will perform, and records the check on the induction form. **Checkpoint:** No one proceeds past the site office without valid identification and required competency documents.	Site Supervisor	☐
5.3	**Issue PPE and a site pass** Issue the minimum required PPE for the site and a dated site pass or sticker, and confirm the items fit correctly before the person moves further onto site.	Site Supervisor	☐
5.4	**Brief site-specific hazards** Walk through the current site hazards such as active excavations, crane lift zones, vehicle routes and overhead work, using the site map and recent incident learnings.	Site Supervisor	☐

Step	Task	Owner	Done
5.5	**Cover emergency procedures** Explain the alarm signal, muster point location, first aid arrangements and who to contact in an emergency, and confirm the person knows the nearest exit from their work area. **Warning:** Do not allow anyone into the working area until they can state their muster point and emergency contact.	Site Supervisor	☐
5.6	**Explain site rules and permits** Cover site rules including permit-to-work requirements, restricted areas, smoking and hot work restrictions, and how to report a hazard or incident.	Site Supervisor	☐
5.7	**Confirm understanding** Ask the inductee to repeat back the muster point, key hazards and who to report to, and answer any questions before signing them off as inducted. **Checkpoint:** The inductee can correctly state the muster point and their direct supervisor's name.	Site Supervisor	☐
5.8	**Sign the induction register** Record the person's name, company, date, trade and induction outcome in the induction register, and file the signed induction form.	Site Supervisor	☐
5.9	**Escort to the work area** Escort the newly inducted worker or visitor to their work area or host, and introduce them to the crew foreman before leaving them unsupervised.	Site Supervisor	☐
5.10	**Audit induction records** Periodically review completed induction forms and the register for missing signatures, expired competency cards or gaps in coverage, and correct any issues found.	Safety Officer	☐
5.11	**Re-induct after long absence** Require a refresher induction for anyone who has been off site for an extended period, or after a significant change to site conditions or hazards.	Site Manager	☐

6. Quality checks

- Every person on site has a signed induction form on file before starting work.
- The induction register is updated the same day and matches site attendance.
- Competency cards are checked against the task assigned, not just presence of a card.
- Re-induction is completed for workers returning after a long absence or major site change.

7. Records

- Signed induction forms
- Site induction register
- Competency card verification log
- Visitor management log

8. KPIs

- Percentage of site personnel with a completed induction on file
- Average time to complete an induction per person
- Number of induction records missing signatures or documents

9. Common mistakes

- Letting a worker start before their induction form is signed and filed.
- Skipping the competency card check because the person has worked there before.
- Not updating the briefing after new hazards appear on site.
- Failing to re-induct workers returning after a long absence.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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