

BAV HOMES

Site Induction & Worker Sign-In

For all workers, subcontractors and visitors before entering an active construction site.

**Scan QR → Complete induction → Upload required documents
→ Sign in every visit**

**Builder Licence
487517C**

**Site Address
[Insert project
address]**

**Supervisor
[Name + mobile]**

Why this induction matters

Everyone must understand the site rules before starting work.

- 1** No induction, no entry
- 2** No SWMS, no high-risk work
- 3** Report hazards and incidents immediately
- 4** Keep the site safe for workers, owners, neighbours and the public

Principal contractor duties include signs, WHS plan, SWMS collection, managing site risks and informing workers of site rules.

Your signature confirms you understand and agree to follow these rules.

Before you start work

Minimum requirements for every worker and subcontractor.

Valid white card

Sign-in completed for this site

Licences/tickets for licensed work

SWMS submitted for high-risk work

Required PPE available

Fit for work and competent

If any item is missing, stop and speak to the Bav Homes site supervisor before starting.

Site sign-in and QR process

Use the QR code every visit, not just the first time.

1. Scan site QR

2. Complete form

3. Upload docs

**4. Start only when
cleared**

Sign in when you arrive and sign out when you leave.
Use your real name, trade/company and mobile number.
Upload white card, licence/ticket and SWMS if requested.
Visitors must stay with an inducted person unless cleared by supervisor.

Minimum PPE

Task-specific PPE must be used when the job requires it.

HI-VIS

SAFETY BOOTS

HARD HAT

EYE PROTECTION

HEARING PROTECTION

RESPIRATOR / MASK

Do not start work if you do not have the correct PPE for the task.

High-risk work and SWMS

A safe work method statement must be site-specific and understood by the workers doing the task.

Roof work, working at heights or near edges
Scaffold, temporary access or fall protection work
Excavation, trenching or work near services
Mobile plant, deliveries and traffic risks
Silica dust: cutting concrete, brick, Hebel, tile or stone
Electrical work, demolition, hot works or confined spaces

**Bav Homes rule:
No SWMS, no start for high-risk work.**

**Generic SWMS must be checked
and changed to match the actual
site and task.**

Falls, roof work and scaffold

Falls are one of the biggest risks on residential projects.

Use scaffold, guardrails, edge protection and safe access where required.

Do not climb frames, fences, bins, pallets or unapproved ladders.

Do not remove bracing, handrails, planks or toe boards.

Report damaged or incomplete scaffold immediately.

Keep materials away from edges and openings.

Stop work if fall protection is missing, altered or unsafe.

Plant, excavation and deliveries

Plan movement before machines and trucks enter site.

Locate underground services before digging.
Keep people away from machines, suspended loads and trench edges.
Use spotters where visibility is poor or reversing is required.
Maintain safe access for workers, neighbours and emergency services.
Store materials safely and keep footpaths/roads clear.

Delivery drivers and plant operators must follow site supervisor directions.

Silica, dust and hazardous products

Control dust before cutting, grinding or drilling.

Use wet cutting or on-tool extraction where practicable.
Wear suitable respiratory protection when required.
Create exclusion zones for dusty work.
Do not dry sweep silica dust; use wet methods or suitable vacuum.
Keep SDS for chemicals, adhesives, waterproofing and hazardous products.

Dust control is required for concrete, brick, tile, stone, Hebel and similar products.

Housekeeping and public safety

A clean, secure site protects workers and neighbours.

Keep gates shut and fencing secure.

Do not leave trip hazards, nails, sharp offcuts or loose materials.

Stack materials safely and away from edges/access paths.

Keep rubbish controlled and remove waste regularly.

Protect neighbouring properties, driveways, roads and footpaths.

Before leaving site: tidy, secure, check hazards, lock up.

Emergency procedure

Know who to call and where to meet.

1. Stop work and make area safe if possible

2. Call 000 for serious injury, fire or immediate danger

3. Notify Bav Homes site supervisor

4. Preserve scene for notifiable incidents

Emergency contacts

Supervisor: [Name + mobile]

24-hour contact: [Mobile]

Assembly point: [Location]

Nearest hospital: [Name/address]

Hazard and incident reporting

Speak up early. Small issues become big problems if ignored.

Report injuries, near misses, unsafe work and damaged controls.

Take photos if safe to do so.

Tell the site supervisor immediately.

Do not continue work if the risk is uncontrolled.

Corrective actions must be recorded and closed out.

Examples: missing guardrail, unsafe scaffold, exposed services, damaged fence, trip hazards, dust without control, public access into site.

Worker declaration

Complete the online form before entering the site.

I confirm I have read and understood the Bav Homes site rules, I will follow the WHS Management Plan and SWMS relevant to my work, and I will report hazards/incidents immediately.

Required uploads/checks:

- **White card**
- **Trade licence/ticket if applicable**
- **SWMS for high-risk work**
- **Insurance/workers comp confirmation for subcontractors**
- **Emergency contact details**

QR CODE HERE
Site induction / sign-in