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| **All (including visitors)**   1. Welcome 2. Security Arrangements    1. Sign in/Induction.    2. Controlled access.    3. Challenge strangers. 3. Welfare Arrangements    1. Toilets.    2. Wash facilities.    3. Drying area. 4. Communication Arrangements    1. Organisational structure.    2. Chain of command.    3. Weekly Meetings    4. Nominated Site Rep    5. Safety is **EVERYONES** responsibility.       1. **ALL** Responsible for reporting issues. 5. Construction Phase Safety Plan. 6. Site/Setup and Site Specific Risk Assessment 7. Permit to work process. 8. Site familiarisation.    1. Hazardous areas.    2. Safe working distances.    3. Intro to team. 9. Sign off (on the reverse of this page)   **Additional Element for Sub-Contractors**   1. Review of Sub-Contractor Checklist   **Site Specific Information** |

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| Date: | Attendees: | Signature |
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