

BEST PRACTICE

LOCATION:		ARTICLE YEAR:	2008
ACTIVITY:	Competence Assurance	COMPANY:	Tarmac
SUB ACTIVITY:	N/A	COMPANY LOCATION:	North Road, Nottinghamshire
BEST PRACTICE No:	BP482	COMPANY TEL:	01777 713500

TITLE

Standardised contractor site inductions

ARTICLE

When a contractor visits one of the Tarmac Midlands Concrete sites they are required to have an induction to the business and the site. However, as there are 32 static concrete plants and two mobile concrete plants in the area there was a need to gain a consistency to the inductions. Inductions were amended so that all sites followed the same protocol, delivering the same information at each location.

A flipchart and PowerPoint presentation was put together, with a voice-over added to the presentation to act as both a training aid for managers to their employees and also to issue to contractors so they could brief their workers before work commenced at a Tarmac site. This was put onto CDs with the Tarmac Golden Rules and shown at inductions.

Authorisation sheets were produced for the inductions and an understanding test needed to be completed by the contractor. On successful completion of the induction, documentation is sent to the area office to confirm and add the contractor to an approved list that is issued to all sites.

Approved contractors can commence work at a site after completing a risk assessment and permit to work without the need for a further induction.

ARTICLE IMAGES

