




POWERING  
FUTURES.  
CREATING  
LEGACIES.



**SITE  
INDUCTION  
FACILITATOR  
GUIDE**

A face-to-face  
induction  
experience for  
new starters

## HOW TO USE THIS GUIDE

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This guide is for the person running the site induction. It walks you through each section of the experience with clear cues for what to say, do and ask. So every induction is engaging, consistent and sets people up for success on site.

**This is a template. The intention is for you to adapt the content to your specific site, project and audience. The next few slides unpack what needs to be completed before the induction begins and how to tailor it for your needs.**

For each section, you'll find a list of instructions to help you keep track of the key messages, actions, questions and facilitator notes.

### SAY

Speaker notes — the key message to communicate. These are prompts, not scripts. Use your own words.

### DO

Physical actions — point to something, move to a poster, hand out a document, demonstrate.

### ASK

Questions to pose to the group — check understanding, draw out experience, spark conversation.

### NOTE

Reminders, site-specific gaps to fill in or important facilitation context.

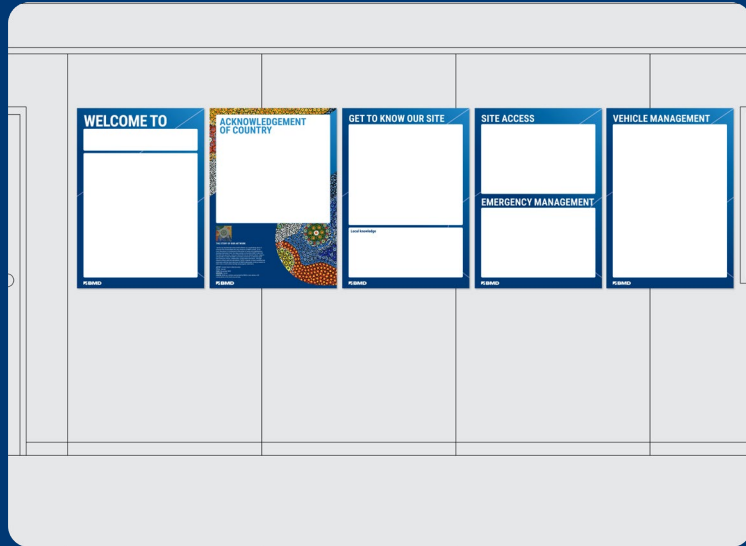
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# SET UP



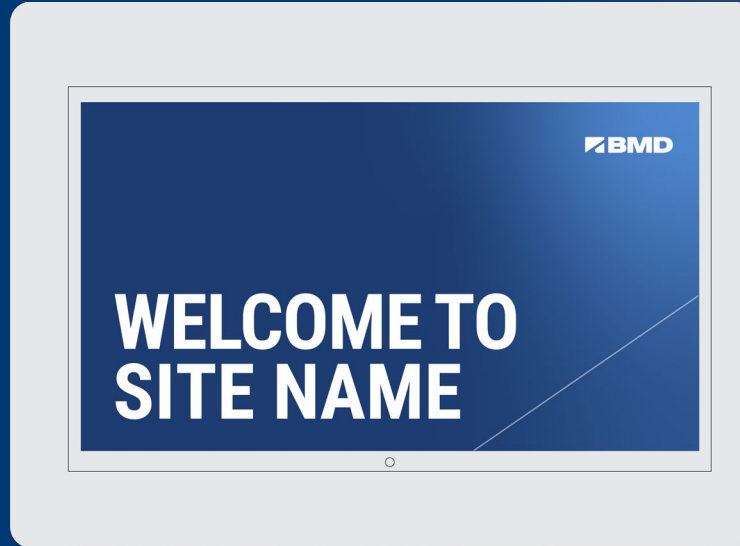
# EXPERIENCE OPTIONS

One cohesive induction experience, with three delivery options to suit your site.



## Gold: Wall panels

- Fixed A1 or A2 site induction boards in a dedicated site induction room.
- Ideal for large or long-term projects with a dedicated induction room.



## Silver: Digital site induction

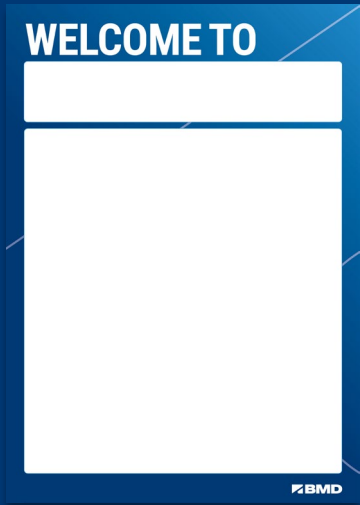
- Presented via PPT on a TV, monitor, tablet or iPad. Ideal for projects without a dedicated induction area, but with access to digital devices and suitable presentation facilities.



## Bronze: Portable A3 induction book

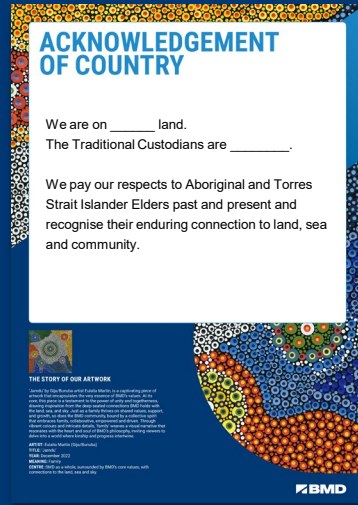
- Ideal for smaller, mobile or short-duration projects where flexibility is important and group size is small.

# SET UP



**Actions:**

- Write your project name in the top whiteboard space.
- Print out an image of the final build render and attach.



**Actions:**

- Fill in the specific Traditional Custodian group for your project before running the induction.



**Actions:**

- Print out a site layout map and attach to the top whiteboard space.
- Write down some local spots like best coffee or lunch nearby, local amenities or anything else people should know about.



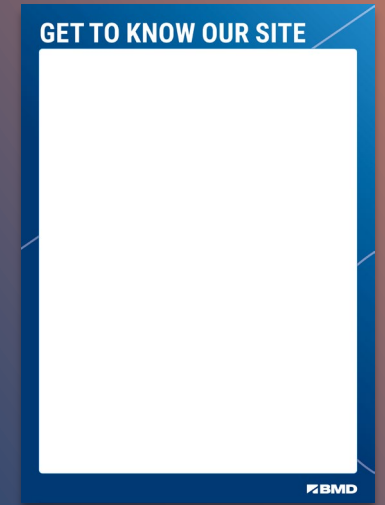
**Actions:**

- Print out a site access map and attach to the top whiteboard space.
- Print out and attach a map of the emergency evacuation and muster points.



**Actions:**

- Print out a vehicle management plan and attach.



**Actions:**

- A spare panel for anything else.

# SET UP

### YOUR GO-TO CREW

Project team:

PROJECT MANAGER NAME PHONE	SITE SUPERVISOR NAME PHONE	SAFETY OFFICER NAME PHONE
SOLE NAME PHONE	SOLE NAME PHONE	SOLE NAME PHONE
SOLE NAME PHONE	SOLE NAME PHONE	SOLE NAME PHONE

First aiders/mental health support:

SOLE NAME PHONE	SOLE NAME PHONE	SOLE NAME PHONE
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Emergency response:      HSRs:

SOLE NAME PHONE	SOLE NAME PHONE	SOLE NAME PHONE	SOLE NAME PHONE
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Client:

SOLE NAME PHONE	SOLE NAME PHONE	SOLE NAME PHONE
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### OUR SITE COMMITMENTS

### Example commitments:

- *We will treat each other with respect.*
- *We will Pause, Set, Go before starting work or when conditions change.*
- *We will speak up early if something is unsafe, unclear or not right.*
- *We will follow the controls, even when the job is under pressure.*
- *We will look after the environment and respect Country.*
- *We will work as one team, including employees, subcontractors and visitors.*

### UNIQUE THINGS HERE

#### Actions:

- Print out photos of your go to crew, add their name, role and phone number.

#### Actions:

- Use the charter to create clear expectations for:
- how we treat each other
  - how we make decisions
  - how we manage risk
  - how we speak up
  - how we respect Country, community and project stakeholders.

#### Guidance for creating the commitments:

- keep it to a maximum of 5 to 6 commitments
- use simple “we will” statements
- make it practical and observable
- include at least one commitment about respectful behaviour
- include at least one commitment about safety and speaking up
- include one commitment about respecting Country, community or environment where relevant.

#### Actions:

- Write up to five site-specific things that are unique to your project. Examples include:
  - client or community requests (e.g. noise restrictions, access limitations)
  - unique site protocols (e.g. 48-hour advance notice required for visitors on defence projects)
  - photography or device restrictions
  - neighbouring property or stakeholder considerations
  - anything unusual about how this site operates that isn't covered in standard BMD or project inductions.

# SET UP

## FULL POWER SAFETY

**BMD's critical risk program**

We know that when it comes to safety the power is in the hands of our people in the planning, the conversations, and the decisions on site.

In the heat of the moment, it's our experience, knowledge and decisions, backed by the right systems and tools, that keep us safe.

Full Power Safety is about putting that power to work. Because safe work is backed by the system, and driven by you.

**OUR GET-SET PRACTICE**

Before you start. When things shift. If it feels off.

**PAUSE**  
Take a breath, spot the risks, make a plan.

**SET**  
Lock in your controls.

**GO**  
Get it done, safely.

*TRIGGER IF A CHANGE OCCURS*

**BMD | FULL POWER SAFETY**

## OUR BMD FUNDAMENTALS

**Non-negotiables on site:**

- We always keep away from moving plant.**
- We always keep clear of suspended or moving loads.**
- We always have an effective plan to manage traffic, people and plant.**
- We always follow permit procedures.**
- We always stay clear of an excavation until it is made safe.**
- We always use fall protection when working at heights.**

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## OUR TOP SAFETY RISKS

Risk #4:

Risk #1:

Fundamentals:

Risk #2:

Fundamentals:

Risk #3:

Fundamentals:

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## LIVE SERVICES

**Before you start:**

1. Know your plant height. If it exceeds the height on the overhead services signs, do not pass under.
2. A Dedicated Controller must be appointed to every plant within a permit zone before work begins.
3. Get briefed and sign onto the permit before work starts.

**Keep your distance:**

1. 500mm exclusion zone for all live services.
2. If work within 500mm is required, you must have an approved methodology and briefing completed.

Once approved, only non-destructive digging and labeled buckets are to be used.

**Pause work immediately if:**

1. An unknown or unlocated service is found: a new permit must be created.
2. An unauthorised person enters the work area.
3. Someone is unwell.

**Types of service markers:**

**Live services on this site:**

**BMD | FULL POWER SAFETY**

## LIVE SERVICES

**Know your Controller:**

1. Controllers wear a yellow or pink helmet.
2. When a Controller is in place, follow their instructions. Stay clear unless directed and speak up if unsure.
3. If the Controller leaves, stop work immediately.

**The Controller's role:**

1. Direct every plant movement using radio and hand signals while maintaining constant line of sight at all times.
2. Watch for exclusion zones, other plant and people, and signs of underground services.
3. When you're the Controller, that is your only job.

**If you are a Controller, you must:**

1. Be nominated on the permit, WMS and JHA.
2. Complete and sign off all required documents.
3. Understand the task and controls before starting.

**Our Controllers are:**

**BMD | FULL POWER SAFETY**

## HAZARDOUS SUBSTANCES

**Hazardous chemicals:**

**Asbestos:**

**Silica:**

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No action needed, this is a pre-designed slide.

No action needed, this is a pre-designed slide.

**Actions:**

Select the top 3 to 6 biggest safety risks on your site currently. On the whiteboard, write:

- what the risk is
- where it shows up on site
- key controls
- linking BMD Fundamentals.

**Actions:**

- Call out any live key info about live services on your site.

**Actions:**

- Write down the names of the WNS Controllers.

**Actions:**

For each hazardous substance risk, hazardous chemicals, asbestos, silica write the following:

- where does it show up on our site / tasks?
- top 3 controls
- if you have none, leave the section blank.

# SET UP



## Actions:

Select the top 3 to 6 biggest environmental risks on your site currently. On the whiteboard, write:

- what the risk is
- where it shows up on site
- key controls



## Actions:

Write down the project's quality standards, targets or KPIs including:

- Lots
- Non conformance
- Request for Information



## Actions:

### WMS:

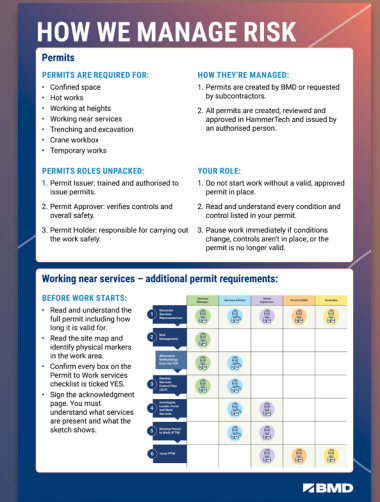
- How often are WMS completed on this site?
- Who is responsible for raising them?
- Where are they stored/submitted (e.g. HammerTech)?

### JHA:

- When and where are JHA's completed on this site? (e.g. tailgate, start of shift)
- Who completes them and who signs off?

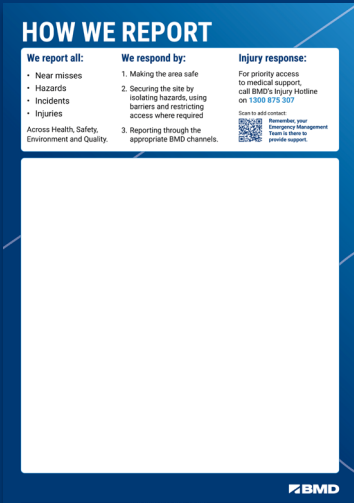
### Assurance and visible leadership:

- How often does leadership walk the site?
- What should workers expect when a leader approaches them?
- Are there scheduled assurance activities the team should know about?



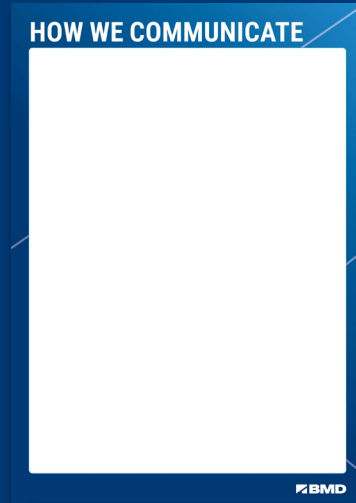
No action needed, this is a pre-designed slide.

# SET UP



**Actions:**

- Add any additional site specific info around reporting in the whiteboard section.



**Actions:**

- On the whiteboard, write down all of the key ways you communicate on site, when they happen and how to access them e.g.
- pre-start
  - toolbox talks
  - handovers
  - policy board



**Actions:**

- This is an optional activity where before ending the session each group can write up what they will commit to doing while on site.

## Remember this is a template.

Every site is different. The people in that room are relying on you to make it relevant, so know your hazards, fill in the site-specific details and make it count.

That's what makes an induction worth having.  
***Powering futures, creating legacies.***

A photograph of a smiling man wearing a white hard hat and safety glasses, with a blue and white jacket. The image is overlaid with a semi-transparent blue and green gradient. Large, bold, white text is superimposed over the image.

# RUNNING THE INDUCTION

# INDUCTION AGENDA

Allow approximately 20 to 90 minutes for the full induction, depending on group size and discussion. The experience is designed to flow naturally from one section to the next.

SECTION	KEY FOCUS
1 <b>Welcome and about this project</b>	Context setting, Acknowledgement of Country, project overview
2 <b>Get to know our site</b>	Site overview, access, site layout, vehicle movement, emergency management
3 <b>Key people on site</b>	Project team, first aiders, emergency response team, health and safety representatives, client contacts
4 <b>Our commitments</b>	Shared expectations and how we work together
5 <b>Unique things about this site</b>	Site-specific rules, protocols and local requirements
6 <b>Critical information: safety</b>	Full Power Safety, BMD Fundamentals, Pause Set Go, top safety risks
7 <b>Live services</b>	Overhead and underground services, permits, controllers
8 <b>Hazardous substances</b>	Chemicals, asbestos, silica, SDS and controls
9 <b>Critical information: environment</b>	Environmental risks, cultural heritage and environmental controls
10 <b>Our quality standards</b>	Our measures to tell us if our work's up to standard
11 <b>How we manage risk</b>	WMS, JHAs, assurance, visible leadership and permits
12 <b>How we report and communicate</b>	Reporting, injury hotline, pre-starts and toolbox talks
13 <b>Recognition and final sign-off</b>	Key takeaways, Q&A, next steps

# Welcome to this project

Context setting, Acknowledgment of Country, project overview

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# Get to know our site

Site map, access, communities and stakeholders

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# Key people on site

Who's who and how to reach them

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# Our site commitments

How we work together on this site

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# Unique things about this site

What makes this site different

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# The critical information: Safety

Full Power Safety, BMD Fundamentals and our risks

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# OUR TOP SAFETY RISKS

## SHOW:

The form is titled "OUR TOP SAFETY RISKS" and features three identical sections for risk identification. Each section includes a header for the risk number (e.g., "Risk #1:"), a large white box for the risk description, and a "Fundamentals:" label at the bottom. The BMD logo and the slogan "FULL POWER SAFETY" are located at the bottom right of the form.

## SAY / DO / ASK:

<b>SAY</b>	We've just covered how we think about safety at BMD. Now let's get specific - these are the risks that are most live on this site right now and what we do to manage them.
<b>DO</b>	<p>Discuss the top 3 to 6 risks on site currently.</p> <p>Point to where the critical risk guidance notes are for reference.</p> <p><b>Explain:</b></p> <p><b>What the risk is:</b> Name it plainly. Avoid technical language - workers need to immediately recognise this as something real in their day.</p> <p><b>Where it shows up on this site:</b> Be specific to this project - which zones, activities or tasks does it arise in? Reference the site map if useful.</p> <p><b>A story or incident to make it real (optional)</b></p> <p>A near miss, incident or real example - from this site, another BMD project or a previous workplace, brings the risk to life far more than a description. If you have one, use it. Keep it brief, factual and anonymous (do not name specific projects or companies).</p> <p><b>Key controls:</b> What are the controls that manage this risk on site? Keep it to the 2 to 3 most important. Workers should leave knowing exactly what they must do or must never do in relation to this risk.</p> <p><b>Linking BMD Fundamentals:</b> Close each risk spotlight by naming the Fundamental(s) most relevant to managing it.</p>
<b>ASK</b>	For each risk, ask who will be involved in the planning or execution of tasks with that risk. Ask if there's anything else they would be thinking about or trying to control that hasn't been discussed.

## NOTES:

Text here

A series of horizontal dotted lines provided for taking notes.

# Live services

Overhead and underground services

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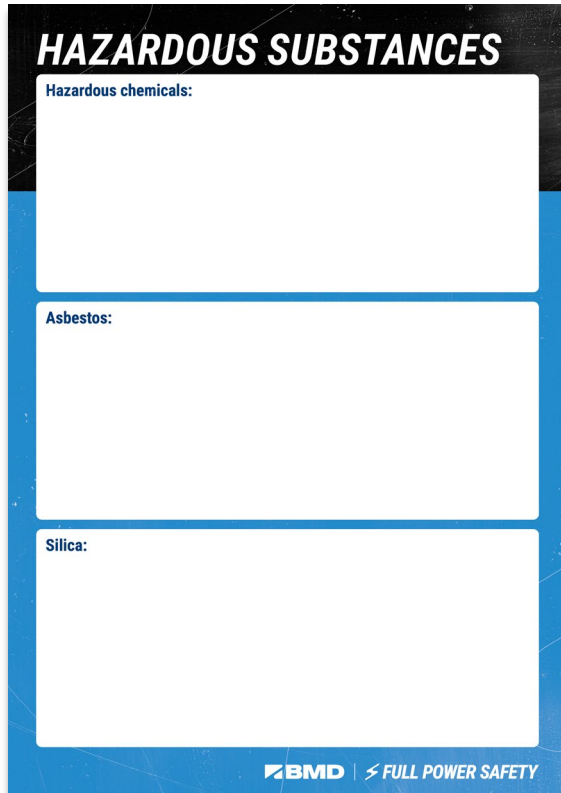
# Hazardous substances

Chemicals, safety data sheet (SDS) and controls

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# HAZARDOUS SUBSTANCES

## SHOW:



**HAZARDOUS SUBSTANCES**

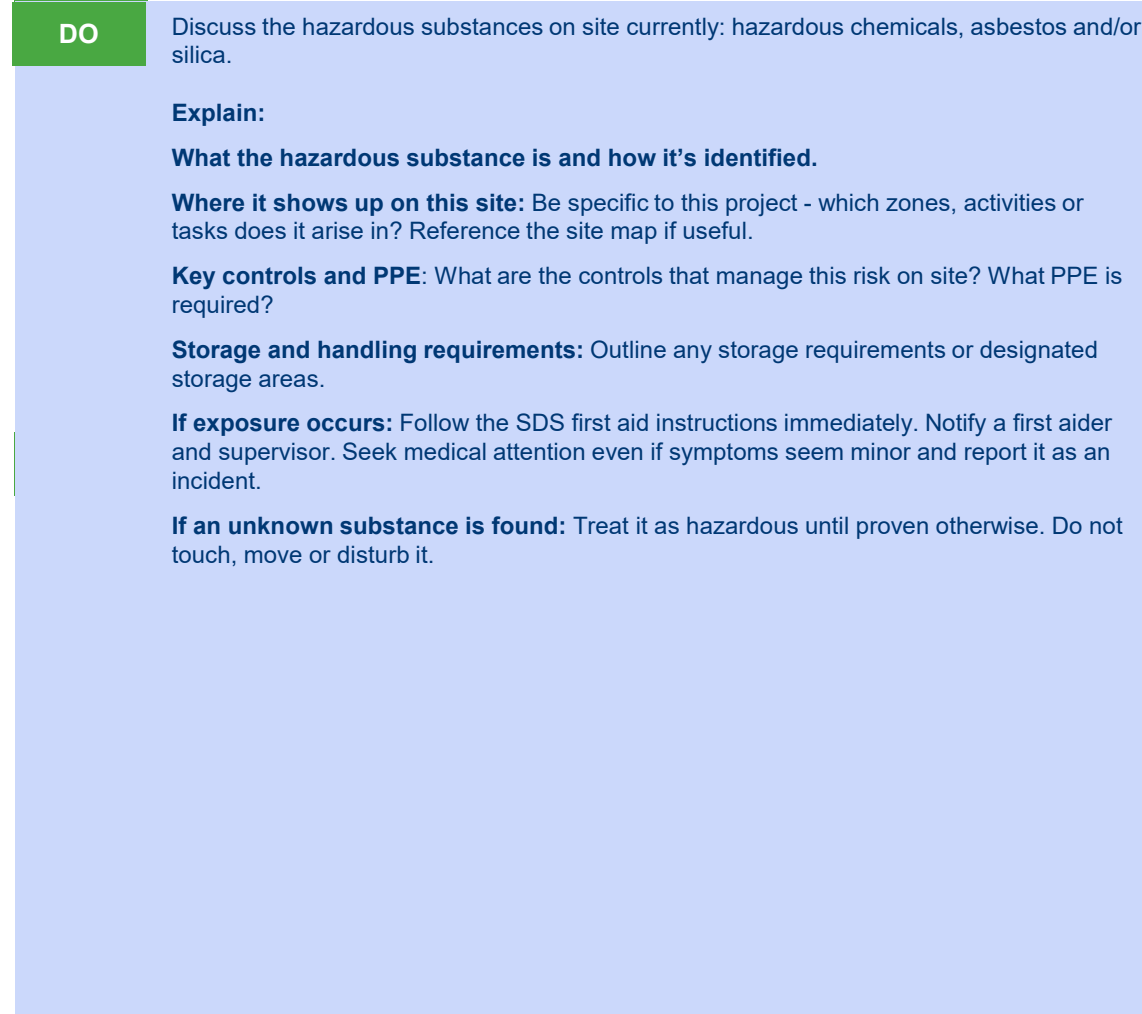
Hazardous chemicals:

Asbestos:

Silica:

**BMD** | **FULL POWER SAFETY**

## SAY / DO / ASK:



**DO** Discuss the hazardous substances on site currently: hazardous chemicals, asbestos and/or silica.

**Explain:**

**What the hazardous substance is and how it's identified.**

**Where it shows up on this site:** Be specific to this project - which zones, activities or tasks does it arise in? Reference the site map if useful.

**Key controls and PPE:** What are the controls that manage this risk on site? What PPE is required?

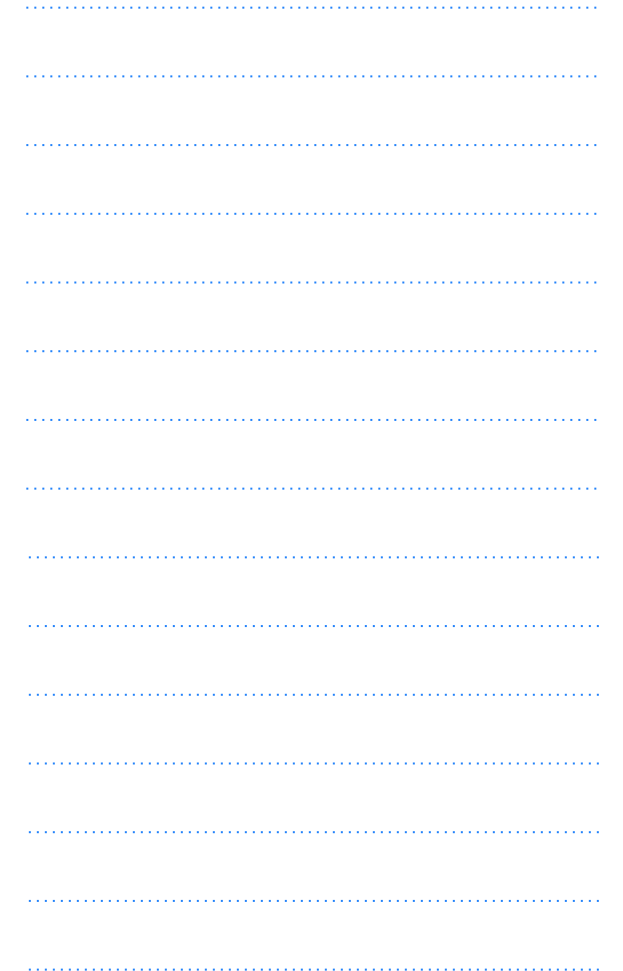
**Storage and handling requirements:** Outline any storage requirements or designated storage areas.

**If exposure occurs:** Follow the SDS first aid instructions immediately. Notify a first aider and supervisor. Seek medical attention even if symptoms seem minor and report it as an incident.

**If an unknown substance is found:** Treat it as hazardous until proven otherwise. Do not touch, move or disturb it.

## NOTES:

Text here



# Critical information: Environment

Looking after the land, water and community

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# Our quality standards

The numbers that tell us if our work's up to standard.

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# How we manage risk

WMSs, JHAs, assurance and visible leadership and permits

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# How we report and communicate

Incidents, injuries, near misses and hazards

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# Recognition and final sign-off

Acknowledging great work and completing the induction

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