

Safety induction

Date: July 23, 2026

Timeline

08:30 – 08:50 Arrival and Visitor Registration

Attendees arrive at the facility main security post to present identification and check in. Staff verify badges and distribute induction resource folders.

Location: Main Security Gate

08:50 – 09:10 Welcome Refreshments

Participants gather in the orientation lounge for coffee and tea before the session starts. Safety facilitators introduce themselves and review the day's schedule.

Location: Visitor Orientation Lounge

09:10 – 09:40 General Site Safety Briefing

The HSE Manager presents core workplace safety policies, site hazard overviews, and zero-harm commitments. Attendees are introduced to general site rules and conduct expectations.

Location: Training Center Auditorium

09:40 – 10:10 Emergency Procedures Briefing

Instructors outline site alarm systems, evacuation routes, muster points, and emergency contact procedures. Guidance on reporting incidents and near-misses is explained in detail.

Location: Training Center Auditorium

10:10 – 10:40 PPE Demonstration and Fitting

Safety officers demonstrate how to properly inspect, wear, and care for mandatory personal protective equipment. Participants fit hard hats, safety glasses, high-visibility vests, and steel-toe boots.

Location: PPE Practical Lab

10:40 – 11:15 Equipment Safety and LOTO Demonstration

Trainers conduct a practical demonstration of Lockout/Tagout procedures and machinery guarding protocols. Live examples show safe operation around moving plant equipment and electrical hazards.

Location: Demonstration Workshop

11:15 – 11:55 Guided Hazard Identification Walkthrough

The group undertakes a supervised walk through designated operational zones to identify real-world hazard markings and emergency equipment locations. Safety officers point out pedestrian walkways and restriction zones.

Location: Main Operation Facility

11:55 – 12:15 Safety Knowledge Assessment

Inductees take a brief digital assessment to confirm their understanding of site safety regulations and emergency procedures. Automated scoring confirms compliance requirements are met.

Location: Computer Testing Room

12:15 – 12:35 Declaration Sign-off and Badge Issuance

Participants review and sign their formal safety compliance declaration documents. Safety coordinators log completed sign-offs and issue active site access credentials.

Location: Safety Administration Office

12:35 – 12:50 Final Wrap-up and Departure escort

Facilitators address final attendee questions and collect visitor feedback forms. Participants are escorted back to the main exit gate to conclude the induction.

Location: Main Security Gate