

General Induction for Construction Workers: Safety, Health and the Environment

Instructions for trainers

Overview

The general induction describes common issues that occur on most construction sites, and the actions that workers should take to keep themselves, the community, and the environment safe.

This is a step-by-step guide to how to use the General Induction for Construction Workers in a way that maximizes learning for workers.

The induction is presented as a set of PowerPoint slides that contain two video clips, photographs, illustrations, graphics, and key words to provide clear messages to workers as to why they need to be concerned, and what they should know and do when working on a construction site. To assist with the learning, there is also a quiz and a handout that can be used when delivering the training. The PowerPoint is arranged in three sections and 17 modules, as follows:

Section	Modules
1: Essential Things to do	<ol style="list-style-type: none"> 1. Why safety, health and the environment matter 2. Before you start work 3. Avoiding hazards & risks 4. Staying healthy 5. Keeping the community safe 6. Respecting yourself and others
2: Everyday Tasks	<ol style="list-style-type: none"> 7. Dealing with incidents 8. Using fuels, oils, chemicals and materials 9. Reusing, recycling and disposing of waste 10. Lifting loads by hand 11. Staying in Workers' Accommodation
3: Specific Activities	<ol style="list-style-type: none"> 12. Using tools and static machines 13. Using electricity and electrical tools 14. Working in excavations and earthworks 15. Working at height 16. Working on or next to a road 17. Working over or near water

Delivering the Presentation

The PowerPoint slides are designed to be delivered in person to construction workers before they start work. They can also then be given again as an annual refresher, or more regularly on a particular topic basis, as appropriate.

Notes provide a narrative for each slide and will help the trainer talk through the points on the slides: the notes may be read or put into the trainer's own language.

Except for Section 3, the modules in each section are designed to be given together, with a break between each section to discuss the content, check understanding and maintain attention. Section 3 contains modules for specific activities, such as working on or near a road or over water. Only the modules for the specific activities that are relevant for the works being undertaken should be presented.

Each module will take approximately 10 minutes to deliver, so between 2 and 4 hours should be allowed for providing the induction training, to allow for discussion and for taking the quiz. The handout can be provided at the end of the training for workers to take away.

The following steps may assist in the preparation for delivering the training.

[Step 1: Download](#)

[Step 2: Prepare](#)

[Step 3: Practice](#)

[Step 4: Present](#)

[Step 5: After the induction session](#)

[Step 6: Refresher](#)

Step 1: Download

1. Download the training from <https://bit.ly/worldbank-kgtf-construction-worker-induction-training-downloads>
2. You should have:
 - a. 17 PowerPoint Modules (1 – 17) in 3 Sections
 - b. Worker Induction Instructions for Trainers
 - c. Worker Induction Instruction for Trainers Quiz
 - d. Worker Induction Quiz, and
 - e. Worker Induction Trainers Quiz Answers.
 - f. Worker Induction Handout, which provides the key things to remember from the training
 - g. Worker Induction Information leaflet, which explains the Worker Induction and you can give to site manager before you give the induction to explain what the induction is for and how it works
3. Save all the files onto your computer.
4. Check that the video clips in Module 1 (slides 9 and 10) playback correctly. If not, re-download Module 1.

Step 2: Prepare

1. Work with your colleagues to ensure that *every* worker on the construction site attends the induction course *before* they start work. Supervisors should also attend so that they understand what the workers have been told.
2. If there are, or will be, sub-contractors on site, the main contractor should provide this general induction for *all* construction workers irrespective of whether they are employed by the main contractor, sub-contractors or as casual labor.
3. Sections 1 (Modules 1 - 6) and 2 (Modules 7 – 11) are essential for all workers – except for Module 11 which is only relevant to workers staying in worker accommodation.
4. For Section 3 (Modules 12 – 17) choose the modules that are relevant to your project and your site. For example, if there is no water on or next to the construction site, you do not need to present Module 17: Working over or near water.
5. Prepare for the quiz – *Instructions for Trainers Quiz* provides more details.
6. In addition to the general induction, you will also need to give site-specific environmental, social, and health and safety information to explain to workers the particular risks, hazards and rules for each site, for example, to explain how the grievance process works, the actual equipment used (for example, the type of spill kit, fire-fighting equipment, first aid materials, Personal Protective Equipment (PPE) etc.

- that is used on the project) and the locations where key facilities and equipment can be found. To give the site-specific information you can either:
- a. Give the site-specific information for each topic at the end of each relevant module of this general induction;
 - b. Give a separate site-specific training at the end of this general induction; or
 - c. Give a separate site-specific training on another day.
7. The PowerPoint presentations will be most visible if shown in a room that is darkened. If there are no window blinds, then consider cutting up window coverings (such as cardboard temporarily taped over the windows) to reduce light coming into the room.
8. You will need to take the following to the induction session:
- a. Attendee List for workers to sign – include their name, the organization they work for or the agency they are provided by, the date of the general induction, and their signature
 - b. Computer/ laptop and power cable
 - c. Projector, power cable and extension lead as needed
 - d. Cable to connect computer to projector
 - e. PowerPoint modules
 - f. Printouts of quiz and a pen for each worker
 - g. Quiz Answers for Trainers (either as a printout or for you to read on your computer screen)
 - h. Print out of the handout - one for each worker. To print: File> Print> Print on Both Sides – flip pages on short edge.

Step 3: Practice

1. Read through the narration out loud alongside the slides before you deliver the training so that you get to know the contents. It will sound more interesting if you know what to say and don't have to read the narration notes.
2. Read through the quiz questions and answers so that you are familiar with them.
3. If you want to add to the training, you could include a "spot the hazards" picture to do as a group or in small groups or pairs.
4. You could also identify key issues and topics where you can reinforce the learning through engaging the trainees with questions and discussion.
5. Some of the photos may have several things that are wrong (not just the main focus for the picture), for example, workers may not be wearing hard hats or hi-visibility vests. Following preparation, you can use these to ask the workers '*what is wrong in these photos*' to get them thinking and make the training more interactive and engaging.

Step 4: Presenting the Induction

1. Get the workers to sign the Attendee List.
2. Introduce yourself.
3. Present all the modules. Give the workers opportunities to ask questions, for example at the end of each module, and at the end of each section. It's a good idea to have a break at the end of each section to discuss key issues, and to help keep the worker's attention.
4. Run the quiz - see the *Quiz Answers for Trainers* document for how to run the quiz.
5. If used, invite attendees to collect a copy of the handout containing key messages to take with them.
6. Remind everyone they can come and talk to you about safety and the environment whenever they like. Tell them how they can get in touch with you.

Step 5: After the induction session

1. Keep a record of the induction training together with:
 - a. Attendee List
 - b. Copy of the presentations given
 - c. Copy of the quiz given
 - d. Copy of attendees' quiz answer sheets
 - e. Copy of the handout provided.

Step 6: Annual Refresher

The general induction should be repeated at least annually. You will need to keep track of when each worker needs to receive the general induction again as a refresher. You can use a spreadsheet or Human Resources/ training database to do this.

Note, individual modules may also be presented at any time, as a response to issues that arise on site. For example, if the rules for working at height are not being followed, then a refresher of *Module 15: Working at height* may be appropriate.

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