



G+ BOARD MEMO

Subject: Quick Wins – Site induction checklist

To	G+ Board		
Document type	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Information	
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Date	23/11/16		

Before visiting an offshore wind farm of a G+ member, for the first time, all workers must undertake a site induction. This is obviously in addition to any technical training that might be required for specific tasks that are to be undertaken.

The intention of this note is to provide a checklist for items that G+ members view as being good practice for inclusion in a site induction. The aim is for consistency amongst the offshore wind farm community and to guide new entrants who are looking at creating a site induction for the first time. It is appreciated that most G+ members undertake modular site inductions depending on the individual and the activities that they will be completing. This checklist looks at a general site induction that is required.

It is recommended that the following items should be included in a site induction:

G+ Site Induction Checklist

- 1) Introduction by a member of the Senior Management team and/or Site Manager
- 2) Administration requirements
- 3) Company golden rules (or equivalent)
- 4) PPE requirements outlined
- 5) Safety signs
- 6) Reporting protocol
- 7) If unsure of work instructions please stop and ask before proceeding
- 8) Marine centre contact details
- 9) Manual handling and the use of aids
- 10) Actions when boarding a vessel
- 11) Vessel rules outlined
- 12) Rules/Preparation upon reaching an offshore structure

- 13) Transfer from vessel onto transition piece (main platform)
- 14) Actions upon reaching the main platform
- 15) Equipment transfer from vessel to WTG
- 16) Communication checks on main platform
- 17) Climbing into the nacelle
- 18) Fire on structure – actions
- 19) Descending a structure onto vessel
- 20) Back on the vessel
- 21) Offshore substation assets – procedures (if applicable)
- 22) Helidecks (if applicable)
- 23) Actions for environmental spills
- 24) Return to shore