

Candidate



Contractor



Client



Service
Provider



ONE INDUCTION DOESN'T FIT EVERY VISITOR.

Here's how induction requirements can differ by visitor type.

teamgo



CONTRACTOR INDUCTION TRAIL

A structured approach to preparing contractors for the site.



1

Check In

Confirm who's arriving.
Identity, company & purpose of visit



2

Site Hazards

Understand the risks.
Hazards, controls & restricted areas



3

Safety Requirements

Know the site rules.
PPE, safe work procedures & access requirements



4

Emergency Procedures

Know what to do.
Exits, evacuation & assembly points



5

Confirm & Record

Complete the induction.
Acknowledge requirements & record completion

CLIENT INDUCTION TRAIL

A structured approach to preparing clients for the site.



CANDIDATE INDUCTION TRAIL

A structured approach to preparing candidates for the site.



2

Confirm Host

Connect the candidate with the right person

1

Check In

Confirm who's arriving.
Identity, company & purpose of visit



3

Visitor Requirements

Share what they need to know: site rules, access areas & visitor instructions



4

Emergency Information

Prepare them for an emergency.
Exits, evacuation & assembly point

5

Confirm & Notify

Complete the arrival process.
Record arrival & notify the interviewer

SERVICE PROVIDER INDUCTION TRAIL

A structured approach to preparing service providers for the site.

