



DTL-HSE-PRO-0008

H&S Induction Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0008**Version:** 1.0 — Apr 2026**Review:** Apr 2027**Owner:** Annelize Van Tonder

Purpose: Ensures every worker, contractor and visitor receives a health and safety induction before starting work or entering site.

1 · Purpose & Scope

Ensures every worker, contractor and visitor receives a health and safety induction before starting work or entering site.

2 · Induction Content

- DTL WHS policy and expectations;
- site hazards, controls and emergency arrangements;
- incident, hazard and near-miss reporting;
- PPE requirements and site rules;
- consultation and how to raise concerns.

3 · Records

Inductions are recorded and verified before site access (Site Access Register). Re-induct on significant change.

4 · Responsibilities

- **Management** — provide resources, set expectations and review effectiveness.
- **Supervisors** — apply this procedure on site and verify controls.
- **Workers & contractors** — follow this procedure and report issues.

5 · References

- DTL-HSE-REG-0002 Site Access Register
- DTL-HSE-PRO-0010 Training & Competency

Approval

Approved for issue

Tyson Knight — Director

27 May 2026

1.0 · Apr 2026 · Initial issue under 2iB numbering (supersedes F018 / DTL-PR-C018) · A. Van Tonder