

NEW STARTER AND YOUNG OR VULNERABLE PERSON CHECK

FORM — SITE FILE

Before the first shift — what extra the site owes this person

KD-SITE-NS-006 Rev A0

MHSWR 1999 reg 19: young persons are protected from risks their inexperience makes worse; the same thinking applies to a new starter on their first site, an apprentice, and anyone whose English is not good enough to follow a briefing. This check decides, before the first shift, what extra the site owes them — and writes it down so the supervisor knows.

1 THE PERSON

PROJECT / SITE REF	SITE	DATE	PERSON	ASSESSED BY
☐ Under 18	☐ Apprentice / trainee	☐ Returning after injury or absence		
☐ First construction site	☐ Limited English	☐ Other (say below)		

2 WHAT THIS SITE DECIDES

- ☐ Named supervisor for the first week, and the supervisor told who they are supervising
- ☐ Work restricted — no work at height / no plant / no permits / no lone working (strike out those that do not apply)
- ☐ Induction delivered slowly, with a translator or a translated sheet where needed, and understanding checked by questions
- ☐ RAMS briefing given one to one, not in the crowd
- ☐ Buddy assigned for the first shifts
- ☐ Review at the end of week one: restrictions lifted, kept or extended

SPECIFIC ARRANGEMENTS FOR THIS PERSON

3 SIGNATURES

Assessed and arrangements briefed to the supervisor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Person briefed — I understand the restrictions:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.