

Induction Confirmation Document

At CTICC we would like your visit to be a safe one and therefore request that you take a moment to read this Induction Document.

1. Always obey the safety, security and house rules.
2. Smoking is only permitted in designated areas.
3. Ensure that all the relevant permits are in place and submitted.
4. If protective equipment is required for the area you are visiting please ensure you use it.
5. No work must be undertaken unless a signed work permit has been obtained from Maintenance.
6. Good housekeeping must be practiced in all areas at all times.
7. Know where the fire escapes and evacuation points are located in the area you are working.
8. No cutting, grinding or sawing inside the building. Use designated areas.
9. Fire doors must not be propped open and fire escapes must not be obstructed.
10. Alcohol screening can be conducted on any person entering this site.
11. To help us keep CTICC as safe as possible, if you see anything that appears unsafe or dangerous please report it to Management or security.
12. No goods or contractors are allowed in the glass lifts.
13. No use of foul language or horseplay while on the premises.

14. Emergency Instructions:

If an emergency alarm goes off during your visit and an evacuation is ordered, please evacuate to the assembly point situated nearest to you as per the Emergency Evacuation Plan. If this assembly point is not accessible for any reason, you will be directed to the secondary assembly point. It is important that you report to the assembly point so that we know you have evacuated CTICC safely.

THANK YOU FOR YOUR CO-OPERATION AND HAVE A SAFE DAY!

I hereby acknowledge that I have read the above document and understand the content thereof. I undertake to comply with these rules. It is understood that these rules do not constitute the entirety of legal requirements, and general care must be taken by individuals to protect their health and safety. Individuals enter CTICC at their own risk.

This induction document is valid for a period of 12 months from the date of issue and therefore will have to be reviewed and acknowledged every 12 months or at any such time that changes are made to this document.

Please attach a copy of your ID to assist us in making the process effortless.

I _____, ID no: _____

Employed at _____ EMail: _____

Hereby acknowledge that I have received and understood the above content from CTICC.

I hereby confirm that I have taken note of the HOUSE RULES AND REGULATIONS of CTICC as set out in the induction and that I will abide by it at all times. I further confirm that I will comply at all times with the requirements of the induction and understand the consequences of non-compliance.

Signature of Employee/Contractor/Visitor

Date

Signature of CTICC Management/Representative

Date

