

How to digitise your site inductions



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The right person, in the right place

The legal landscape in the UK requires all site workers, whether employed by main contractors or sub-contractors, to complete an induction before being permitted to work on a site. The main contractor's policies more often than not dictate that a corporate induction is also required to ensure adherence to company protocols. The completion of both inductions - which are traditionally paper based - take significant time and company resources before an individual worker can be allowed access to a given site. When you multiply this challenge across numerous sites, workers can find themselves repeating the same process several times over the course of a year despite the fact that they are working for the same company.

The key challenge for any contractor is how to streamline the process of taking an on-site operative from unknown to trusted and trained while ensuring a consistent, quality induction is delivered.



It goes without saying that safety is at the top of the importance list when it comes to construction. Workers are a company's greatest asset and keeping them safe is essential to a successful construction project.

Site inductions are therefore very important. They provide the means to communicate a wide range of safety procedures and information including emergency exit locations, evacuation procedures, and potential hazards around the site.

The key challenges



The reality of working in the construction sector is that contractors need to be able to demonstrate a person's right to be able to work, their qualifications and competencies. Traditionally, the onus has been on the main contractor to provide this evidence. With the introduction of online enrolment systems, the responsibility has shifted back to the worker and the sub-contractor.

Moving the focus onto the prospective employee or sub-contractor results in both time and cost savings for all concerned. On-site training can then be focussed on orientation, rather than standardised training, and helps to facilitate the workers onto a site faster.

Digital onboarding will revolutionise the construction sector, with workers being pre-approved to work across multiple sites, subject to site specific orientation. This has massive time and money saving benefits, makes less environmental impact and allows for much more streamlined H&S reporting. As these systems can be set up to produce in-depth reports, managers can plan staffing levels efficiently, retaining a high-level of control over the day-to-day operation of any site they manage.

Many Site Managers spend 12+ hours a week on site inductions and this includes a lot of paperwork. This leaves a lot of room for error which runs high risks, especially on complex and dangerous sites.

What's wrong with site inductions?

Inductions have traditionally always been carried out in person, either by staff or third-parties contracted in. Information is presented to contractors via white board and/ or handouts. Inductions are heavily reliant on paperwork for transmitting of information and recording that this has been delivered effectively in line with company policies.



Time

Face-to-face inductions have to be organised at specific times. This can create a barrier between an employee or contractor starting work. Generally speaking, they're only performed a few times a week and if one session can't be made a new staff member must wait till the next session. This can delay work schedules.



Expense

Face-to-face inductions cost a lot of money to develop, plan and deliver. Materials, facilities and staff are all required. Staff may be contracted in or taken from within an existing workforce, either way this is an expense. Employees who are removed from their daily routine to participate cost the business money.



Updating

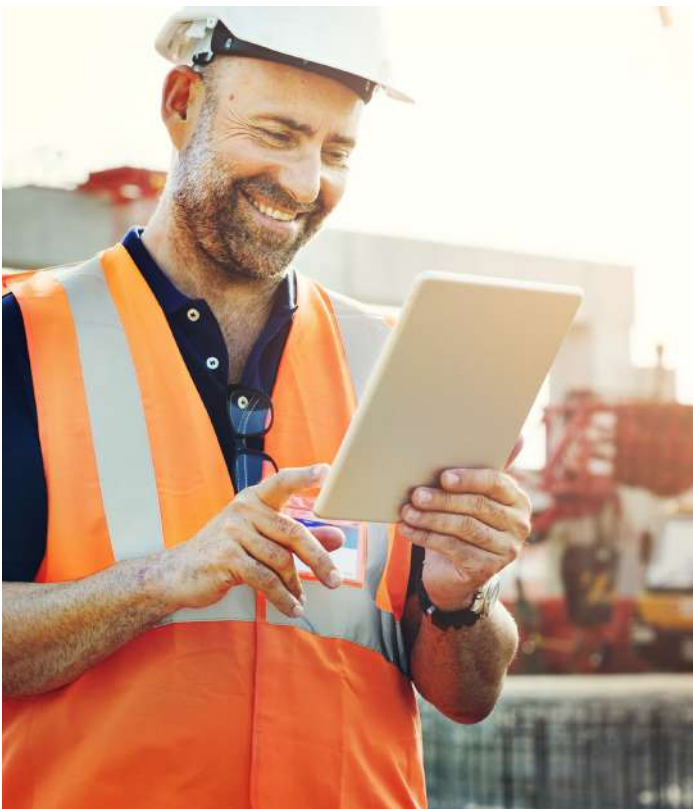
The nature of a construction site is to change every day, therefore as a project moves forward so must the site induction. Changes to safety procedures, new works on site, site access or company policies must be taken into account. The trainers have to be updated before the training manuals or handouts can be updated. It's a continual and often costly process in terms of time and money.



The solution: Go Digital

With face-to-face safety inductions becoming less and less practical, especially on large or complex construction projects, companies have been searching for better options which allows them to automate the entire process. A solution that enables you to set up your inductions, automatically direct people to complete them and swiftly approve them, while completely eliminating any need to constantly follow up for the appropriate permits and access requests.

The answer is simple - manage your workforce digitally. Digital onboarding comes with built-in benefits like cost-efficiency, reliability and speed. Automation ensures that you have total flexibility without letting elements of your induction suffer. All workers will have access to the same quality of training, and, you can tailor that training if required. Updating is easy because there is no paperwork involved - equalling a massive reduction in carbon output.



Create

Using the innDex web-based app, you create your site induction and policies. When a new starter joins, you create their profile and email them a link to the induction.



Induct

Contractors complete the induction online in their own time. Finishing the induction generates a unique code which they use on their first day on site.



Enrol

On their first day they take the code they received to your site office and register their fingerprint on the biometric system in seconds. You can then adjust their access via the app.

With all your employees working from one source, you will have a consistent process for recruitment, screening, consistent onboarding, workforce data and the ability to pull a full report whenever it is needed.

Digital Onboarding: the future of construction

As a business, your most important asset is your people. Keeping track of their experience, capabilities and competencies is difficult through manual systems. The InnDex system allows you to 'know' the people who are working on your site, avoiding the normal manual inputs. Data collected from the system implemented on your site can be used to give you the bigger picture. Having access to CVs and up to date information on varying project completion dates allows you to manage the movements of your workforce. This gives a clear overview of skills when scoping tendering opportunities and highlights requirements for recruitment in advance, as well as confirming the skill pool you already have in your team. Digital onboarding combined with biometric access control gives you total control over inductions and site access from the start of every project through to the end.



Lower carbon footprint

No more paper-based inductions or sign-in sheets. Create personal profiles for site workers, on any device. Automatically verify competencies & skill cards. Review, comment, decline and accept workforce profiles and complete right to work checks for successful project inductions. Manage everything online in line with GDPR.



Integrate with biometrics

Combine digital on-boarding with biometric access control and you have a customisable system which can control multiple access points, or multiple sites. Allows for real time tracking of workers and safety critical data. No more paper sign-in sheets or access cards. No buddy punching. Manage access online 24/7. Real tracking of staff and safety data.



Save time and money

Buy running the site induction digitally, the onus is on the sub-contractor to complete the induction. Digital presentations proactively prepare and familiarise the them for their time on your site. Digital management of inductions protect the user and company from breaching working hours agreements linked to company policies. By giving your whole team visibility of the project we remove silo working from the start.





Digital onboarding

Employers spend a lot of resources on recruiting the right talent but rarely enough on employee onboarding and induction. Over 20% of staffing turnover that companies suffer occurs in the first 45 days. Recruitment and training costs are not small overheads, and ones which only increase if a new member of staff leaves after a few months. If you don't invest in an employee retention strategy that is time and cost-efficient, you can incur significant monetary losses. Your induction is your first chance to make a good impression and provide consistently high-quality training. Digitalisation of the employee onboarding process comes with benefits including cost-efficiency, reliability and speed. It makes sense to invest from the start.



Biometrics

Biometric access control allows you to use unique identifying characteristics, such as a fingerprint, to determine whether a person is permitted to enter a building/ area or not. Unlike swipe cards, fobs, keys or pin codes – biometrics check who someone is, rather than what they have and provide an unfalsifiable and secure way to control entry and egress within your site.

Upgrading to biometric access control not only improves security but also gives you a flexible and affordable management tool to determine exactly who can gain entry to your premises, and when.

	 Keys	 Card/Badge	 Electronic Pin	 Biometrics
Theft	NO	NO	NO	YES
Duplication	NO	NO	NO	YES
Loan	NO	NO	NO	YES
Loss	NO	NO	NO	YES
Forgetfulness	NO	NO	NO	YES



At Almas we know that technology has the power to change the construction industry. Contact us today on 0333 567 6677 to find out more about the innDex and Almas solutions for digital on-boarding and biometric access control.