**Contractor Induction Checklist**

*Contractors or employees of contractors must sign that they have been given induction training before being allowed to commence work. This checklist is valid for the life of the contract but should be reviewed for long term contracts.*

|  |  |
| --- | --- |
| Name: |  |
| Company: |  |
| Date of Induction: | \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ |
| Person Providing Induction: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Induction Item** | **Yes** | **No** | **N/A** | **If no, why? Comments?** |
| Approved supplier subcontractor | □ | □ | □ |  |
| Organisational overview and site tour | □ | □ | □ |  |
| Quality, OHS & Env Policy | □ | □ | □ |  |
| Site specific hazards | □ | □ | □ |  |
| PPE Requirements | □ | □ | □ |  |
| Restricted areas | □ | □ | □ |  |
| Traffic management | □ | □ | □ |  |
| Security and access arrangements | □ | □ | □ |  |
| Fire, emergency & evacuation procedure | □ | □ | □ |  |
| First Aid procedures, kit location | □ | □ | □ |  |
| Incident/Injury reporting procedure | □ | □ | □ |  |
| Hazard reporting procedure | □ | □ | □ |  |
| Drug and alcohol policy | □ | □ | □ |  |
| Review of licences/competency certificates | □ | □ | □ |  |
| Drug and alcohol policy | □ | □ | □ |  |
| Risk assessment requirement for work/task | □ | □ | □ |  |
| SWMS/JSEA requirement for work/task | □ | □ | □ |  |
| SWP requirement for work/task | □ | □ | □ |  |
| Site specific rules around work/task | □ | □ | □ |  |
| (Specify on next page) |  |  |  |  |

|  |  |
| --- | --- |
| *I have participated in the above Induction during which I had the Site Specific health and safety rules explained to me. I understand the standards expected of me and I agree to work safely and comply with these standards and procedures at all times.* | |
| Contractor Signature: |  |
| Date: | \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ |