

CONTRACTOR INDUCTION

CONTRACTOR:		Date of Induction:	
Contractor contact person:		Contact No.	
Contract Manager:		Contact No.	
Location of Induction:			
Location of Contract Work:			

Item	Details / comments	✓
Responsibilities		
Adherence to HSW Policy (provide copy)		
Who are they responsible to and take instruction from while on site		
Contractor's responsibility to ensure compliance with site rules		
Daily start and finish times		
Access to building/s		
Access to work area/s		
Adherence to any specific Policy/Procedures that are required of the contractor (detail)		
Impact on public (how will this be minimised?)		
Emergency Management		
Nominated Fire Wardens		
Nominated First Aid Officers		
Location of First Aid Kits and Facilities		
Emergency plan		
Alarm Systems (bells, sirens)		

Escape routes and assembly points / site re-entry		
Incident Notification and Reporting		
Procedures for reporting of incidents / accidents		
General Site Requirements		
Environmental requirements		
Waste disposal		
Clean up of work site area (during and at completion of works)		
Use of chemicals (Safety Data Sheets)		
Noise (noise level readings)		
Personal Protective Equipment (who supplies, replenishes and maintains)		
Permits to work		
Hazardous Operations / Areas (special conditions)		
Site security / access restrictions		
Drug and Alcohol Policy		
Site Amenities		
Location of meal rooms		
Location of toilets / washrooms		