**CONTRACTOR WORKER 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 WHS 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 hazards / incidents | |  | | |  |
| **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 | |  | | |  |