**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  |  |  |