***CONTRACTOR HEALTH & SAFETY INDUCTION CHECKLIST***

This organisation is committed to the provision of a safe and healthy environment and recognises its duty of care as far as reasonably practicable, to all persons at the workplace including Contractors.

Contractors must also recognise their duty of care and work in accordance with all legislative requirements and adhere to relevant policies and procedures of this organisation.

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| --- | --- | --- |
| The WHS & IM Policy Statement has been read and understood and you agree to comply. | Yes | No |
| Procedures for reporting hazards, injuries or any unsafe situations have been explained. | Yes | No |
| Reporting procedures have been explained for serious or major issues. | Yes | No |
| Electrical tools and equipment brought onsite display a current testing tag. | Yes | No |
| All hazardous substances brought onto the site have a current SDS. | Yes | No |
| Own first aid kit available and suitable arrangements are in place for obtaining medical assistance as required. | Yes | No |
| You have a safety management system in place? | Yes | No |
| You have conducted risk assessments/JSA for the tasks you are going to perform at our worksite? | Yes | No |
| The safe work practices outlined in your risk assessments/JSA will be complied with | Yes | No |
| You will monitor your worksite to ensure as per the risk assessment/JSA documentation, in relation to, security, hazards and general housekeeping to minimise the risk of injury | Yes | No |
| You will ensure all of your workers/sub-contractors are inducted to the site | Yes | No |
| Emergency procedures have been explained, relating to the temporary worksite area e.g. fire, lock in, bomb threat | Yes | No |
| You have been provided with the Asbestos Register and Asbestos Management Plan? | Yes | No |
| Access/egress points have been designated and contact person available if unforeseen access is required | Yes | No |
| Any restricted areas have been explained | Yes | No |
| Contractors have undertaken a worksite tour and are aware of all amenities, emergency assembly points and all emergency equipment including fire hoses, mains for water and gas, distribution power boards for all emergency situations | Yes | No |
| Any potential hazardous situations relating to the worksite and/or task have been explained e.g. fragile roofing | Yes | No |
| You have been provided with a copy of the Contractor Safety Handbook | Yes | No |

I have read and understood and agree to comply with the safety policies, procedures and all information provided during the induction and our organization has provided all the required documentation including copies of licenses, insurance and safe work practices.

Contractor’s Business Name: ……………………………………………………………………………..

Contractors/Contractor’s Representative signature: ………………………………………………….

Print Name: ………………………………………………………………………………………………….

Induction conducted by signature: ………………………………………………………………………..

Print Name:…………………………………………………………………………………………………..

Role of person who completed induction: ………………………………………………………………..

Date: ……/……./……….. ***Please photocopy and forward to site to retain.***