

**Contractor Induction Checklist**

**Instruction**: Complete when conducting an induction of a new contractor or new employee engaged by an existing contractor working on site. Induction is to be conducted on or prior to commencement, and annually thereafter.

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| **Contractor name:** |  | | |
| **Date commenced:** |  | | |
| **Job title** |  | | |
| **Department** |  | | |
| **Supervisor** |  | | |
|  | | **YES** | **NO** |
| 1. Organisation overview and site tour | |  |  |
| 1. Company OHS/WHS policy and procedures | |  |  |
| 1. Injury reporting and first aid facilities | |  |  |
| 1. Who to contact for first aid and location of first aid kit | |  |  |
| 1. How to report a hazard/OHS/WHS concern | |  |  |
| 1. Emergency procedures (assembly point, exits, contacts) | |  |  |
| 1. Consultation arrangements established, contractor advised of, and included in, company’s consultation arrangements | |  |  |
| 1. Specific job task and safety considerations | |  |  |
| 1. Safe operating procedures (plant & equipment) | |  |  |
| 1. Safe work method statements (contractors) | |  |  |
| ***Conducted by:*** | | **Date:** | |
| ***I have received and understood the Induction Program***  ***Employee/Contractor signature:*** | | | |
| ***Signature:*** | | ***Date:*** | |

Return Completed form to: [Insert Position (e.g. CEO/Director/Owner)]

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| ***Position to make diary entry made for annual induction:*** |
| ***Date for next induction:*** |