**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:*** |