**CONTRACTOR INDUCTION CHECKLIST**

This worksite 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 worksite.

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| **Requirements** | **Yes**  | **No** |
| The WHS & IM Policy Statement has been made available? | [ ]  | [ ]  |
| Procedures for reporting hazards, injuries or any unsafe situations has been explained? | [ ]  | [ ]  |
| Electrical tools and equipment brought onsite display a current testing tag? | [ ]  | [ ]  |
| All hazardous chemicals brought onto the site have a current SDS? | [ ]  | [ ]  |
| First aid kit available and measures for obtaining medical assistance as required. | [ ]  | [ ]  |
| You have a safety management system in place? | [ ]  | [ ]  |
| You have conducted risk assessments / JSA’s for the tasks you are going to perform? | [ ]  | [ ]  |
| The safe work practices outlined in your risk assessments / JSA will be complied with. | [ ]  | [ ]  |
| You will ensure all your workers / sub-contractors are inducted to the site | [ ]  | [ ]  |
| Emergency procedures have been explained, relating to the temporary worksite area e.g., fire, lock in, bomb threat | [ ]  | [ ]  |
| You have been provided the Asbestos Register?  | [ ]  | [ ]  |
| Access / egress points have been designated and contact person available if unforeseen access is required | [ ]  | [ ]  |
| Any restricted areas have been explained | [ ]  | [ ]  |
| 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 | [ ]  | [ ]  |
| Any potential hazardous situations relating to the worksite and/or task have been explained e.g., fragile roofing. | [ ]  | [ ]  |

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

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| **Contractor’s Business Name** | **Contractors/Contractor’s Representative signature** | **Contractor Name** |
|       |       |       |
| **Induction conducted by** | **Name** | **Date** |
|       |       |       |