

OSH MANUAL – CONTRACTOR INDUCTION CHECKLIST

The Responsible Officer is to use this checklist to induct Contractors onto site, or the Main Contractor / Site Supervisor prior to handing over control of a site.

Requirement of Notification	Yes	N/A	Comments
Relevant work site specific safety procedures			
Isolation procedures out of service/danger tags			
Hazards on the work-site that are not readily identifiable i.e. presence of asbestos, need for portable Residual Current Device (RCDs) etc.			
Location of safety data sheets and risk assessments			
Contractor to inform Responsible Officer of any hazardous substance being brought on site- use of this to be approved by the contract manager			
Reporting procedure for hazards, injuries, near-misses or property damage			
Emergency procedures - evacuation plan and muster point			
Local contacts for hospital, doctor or out of hours access if relevant			
Closing time of City of Albany office/depot/site operating hours			
Other:			

I have been inducted in the above procedures and know who and how to contact them for further information:

Contractor

.....
NAME

.....
SIGNATURE

.....
DATE

Responsible Officers Signature:

.....
NAME

.....
SIGNATURE

.....
DATE