

3.14 Work Health and Safety (WHS) – Contractor Induction Checklist

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

Contractor Induction Checklist	Response	Details
Work Site Safety Procedures		
Informed of any relevant work site-specific safety procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Isolation Procedures		
Confirmed isolation procedures, including out-of-service/danger tags.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazard Identification		
Informed of hazards on the work-site that are not readily identifiable (e.g., presence of asbestos, need for portable Residual Current Devices (RCDs), etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safety Data Sheets and Risk Assessments		
Location of safety data sheets and risk assessments.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous Substances		
The contractor is to inform the Responsible Officer of any hazardous substances being brought on site. Use of these substances must be approved by the contract manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Reporting Procedures		
Confirmed reporting procedure for hazards, injuries, near-misses, or property damage.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Procedures		
Outlined emergency procedures, including the evacuation plan and muster point.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Local Contacts		
Local contacts for hospital, doctor, or out-of-hours access if relevant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operating Hours		
Closing time of the City of Albany office/depot/site operating hours.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Acknowledgment

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

Contractor

Name/Signature/Date:

Responsible Officer

Name/Signature/Date: