



CONTRACTOR INDUCTION CHECKLIST

NAME:

DATE OF INDUCTION:

PERSON CONDUCTING INDUCTION:

INTRODUCTION:

COMMENTS:

Organisational overview and site tour.
Document Qualifications/Licences.
Outline of site rules (provide copy).

EXPLAIN THEIR EMPLOYMENT CONDITIONS:

COMMENTS:

Contract or agreement (if relevant) and conditions.
Job description and responsibilities.

EXPLAIN WORK HEALTH & SAFETY ADMINISTRATION:

COMMENTS:

Staff Resource Centre.
Emergency Plan & Procedures.
Key Personnel such as fire/ emergency warden
Security and Access Arrangements.
Emergency Assembly Points.
Hazard reporting, including where to access
Incident/ accident reporting.
Safe Work Procedures & Standard Operating Procedures.
First Aid.
Use of PPE.
Workplace Harassment.
Fatigue Management.



I confirm the information listed in the Contractor Induction Checklist has been provided to me.

Date: _____

Contractor Name: _____

Contractor Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

CONTRACTOR COMPETENCY DECLARATION

I confirm that I have been properly trained and that I am competent to operate the below listed plant machinery:

Contractor Signature: _____