

CONTRACTOR INDUCTION CHECKLIST

Property:		
Employee / Contractor Name:		
Position / Job Title:	Department:	
Supervisor:	Start date:	End date:

ITEM	TOPIC AND DETAILS	REQ'D?	SIGNED	DATE
1.	ORGANISATION OVERVIEW			
	• Introduction (supervisor, manager, representatives, etc)	<input type="checkbox"/>		
	• WHS responsibilities	<input type="checkbox"/>		
	• Environmental responsibilities	<input type="checkbox"/>		
2.	COMPANY POLICIES AND RULES			
	• Company WHS Policy and responsibilities	<input type="checkbox"/>		
	• Workplace access restrictions	<input type="checkbox"/>		
	• Alcohol and drugs	<input type="checkbox"/>		
	• Smoking	<input type="checkbox"/>		
	• Parking and driving on company property and work sites	<input type="checkbox"/>		
	• Discrimination and harassment	<input type="checkbox"/>		
	• Security	<input type="checkbox"/>		
	• Supervision and working alone	<input type="checkbox"/>		
	• Hazardous chemicals and substances management	<input type="checkbox"/>		
	• Entry and storage of goods and materials	<input type="checkbox"/>		
	• Personal and work hygiene	<input type="checkbox"/>		
	•	<input type="checkbox"/>		
	•	<input type="checkbox"/>		
3.	EMERGENCY PROCEDURES			
	• Emergency contacts	<input type="checkbox"/>		
	• Procedures in case of fire and other emergencies	<input type="checkbox"/>		
	• Evacuation procedures and emergency assembly points	<input type="checkbox"/>		
	• Fire fighting equipment and use	<input type="checkbox"/>		
4.	INCIDENT AND HAZARD REPORTING			
	• Procedures for reporting and investigating hazards	<input type="checkbox"/>		
	• Reporting incidents, injuries and near-misses	<input type="checkbox"/>		
	• Reporting of WHS concerns	<input type="checkbox"/>		
	• Spill, leak procedures and location of spill kits	<input type="checkbox"/>		
	• Environmental controls and procedures	<input type="checkbox"/>		
5.	INJURY AND ILLNESS REPORTING AND FIRST AID			
	• Procedures for reporting hazards, incidents, injuries, and illnesses	<input type="checkbox"/>		
	• Location of First Aid facility and First Aid procedures	<input type="checkbox"/>		
6.	WORKPLACE CONSULTATION			
	• H&S Representatives	<input type="checkbox"/>		
	• WHS Committee	<input type="checkbox"/>		
	• Pre-start meetings	<input type="checkbox"/>		
	• Toolbox meetings and training	<input type="checkbox"/>		

ASPEN PARKS CONTRACTOR INDUCTION CHECKLIST

ITEM	TOPIC AND DETAILS	REQ'D?	SIGNED	DATE
7.	CONTRACTOR DOCUMENTATION REQUIREMENTS			
	• WHS Management System or Plan	<input type="checkbox"/>		
	• Insurances (Workers Compensation; Public Liability)	<input type="checkbox"/>		
	• Safe Work Method Statement	<input type="checkbox"/>		
	• Record of training (general induction training, first aid, manual handling, working at heights, etc)	<input type="checkbox"/>		
	• Licences (high risk work, other work), Certificates	<input type="checkbox"/>		
	• Plant and Equipment Register	<input type="checkbox"/>		
	• Electrical equipment Register	<input type="checkbox"/>		
	• Fire Safety Equipment Register	<input type="checkbox"/>		
	• Hazardous Chemicals (SDS) Register	<input type="checkbox"/>		
	• PPE Register	<input type="checkbox"/>		
	• Waste management and control	<input type="checkbox"/>		
	• Sedimentation and water pollution controls	<input type="checkbox"/>		
	• Other (specify):	<input type="checkbox"/>		
8.	GENERAL SAFETY REQUIREMENTS			
	• Personal protective equipment -	<input type="checkbox"/>		
	• Head protection (helmets, caps)	<input type="checkbox"/>		
	• Eye protection (glasses, goggles, face shields, welding protection)	<input type="checkbox"/>		
	• Hearing protection (ear muffs, ear plugs)	<input type="checkbox"/>		
	• Respiratory protection (dust masks, respirators, SCBA)	<input type="checkbox"/>		
	• Hand protection (glove, barrier creams)	<input type="checkbox"/>		
	• Solar radiation protection (hats, sunscreen)	<input type="checkbox"/>		
	• Clothing	<input type="checkbox"/>		
	• Electrical equipment (test and tag, register)	<input type="checkbox"/>		
	• Fire prevention and control	<input type="checkbox"/>		
	• Ladders	<input type="checkbox"/>		
	• Floor openings and voids	<input type="checkbox"/>		
	• Holes and edges	<input type="checkbox"/>		
	• General housekeeping and workplace cleanliness	<input type="checkbox"/>		
9.	CONTRACTOR REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK			
	• Job safety risk assessments	<input type="checkbox"/>		
	• Safe work procedures (plant and equipment)	<input type="checkbox"/>		
	• Environmental risk assessments	<input type="checkbox"/>		
	• Permit to work (confined spaces, hot work, work at heights, live electrical work)	<input type="checkbox"/>		
	• Isolation and lock out procedures, and use of tags	<input type="checkbox"/>		
	• Other (specify)	<input type="checkbox"/>		
	•	<input type="checkbox"/>		
Comments:				
Induction carried out by:		Position:		Date:
I have received and understood the induction programme				
Contractor / employee name:		Signed:		Date: