

CONTRACTOR OSH 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 to.

- Informed of any relevant work site specific safety procedures.
- Confirmed isolation procedures out of service/danger tags.
- Informed of 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 notified to inform Responsible Officer of any hazardous substance being brought on site- use of this to be approved by the contract manager.
- Confirmed reporting procedure for hazards, injuries, near-misses or property damage.
- Outlined emergency procedures - evacuation plan, first aid 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.

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