CONTRACTOR’S INDUCTION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **DATE** |  |
| **COMPANY NAME** |  | **TYPE OF WORK** |  |

This is to certify that I have received an induction and the health and safety requirements of .

I understand the following items and agree to comply with the company’s health and safety instructions, the requirements of the Health and Safety at Work Act 2015 and 2016 Regulations, and any applicable industry codes of practice relating to my contracted duties.

**requirements INITIALS**

|  |  |  |
| --- | --- | --- |
| **1** | **Health and safety policy,** **sign in procedure, and site safety plan.**  *Show location of health and safety policy, sign in book, and accident reporting information.* |  |
| **2** | **Contractors’ public liability insurance.**  *If not already received, sight this, and check the date of issue and termination of cover.* |  |
| **3** | **Introduction** *to aspects of the site, its environmental potential hazards and excluded NO-GO areas.* |  |
| **4** | **Introduction** *to the work site,* *and* *facilities (e.g. lunchroom, toilets etc).* |  |
| **5** | **Personal protective equipment.**  *All issued or required personal protective equipment, as stated in the contract conditions or issued by the contractor, must always be worn by their employees when carrying out the contracted duties.* |  |
| 6 | Emergency evacuation procedures and first aid. *Identify emergency assembly point, emergency numbers, and trained first aiders. Identify who the contractors’ trained first aiders are.* |  |
| 7 | Communication. Discuss *communication systems and procedures, e.g. phone in site office.* |  |
| 8 | Accident and incident reporting.*Discuss the responsibility and importance of reporting all accidents, near misses, and near hits.**The accident registers and reporting forms are held in the site office. The contractor is to inform the site manager of all incidents and accidents.*  1. *All accidents are to be investigated and the principal contractor is to be informed of the outcome.* |  |
| 9 | Site Hazards/Risks. *Discuss the specific site risk/hazards with the contractor and their employees.* *The contractor is to identify and notify the main contractor of any risks/hazards that they will create or be exposed to while on site and how they will be managed.*  *Sight the subcontractor’s risk/hazard list and location of the site hazard board.* |  |
| 10 | Safe and certified equipment. *The contractor is required to ensure that all machinery, equipment, and tools used in their contracted arrangements are in good working order, maintained, and where required, certified to an appropriate national or industry standard. This also includes electrical certification.* |  |
| 11 | Trained staff. *The contractor is to ensure that their employees are trained in the use of all plant, equipment and the use of personnel protective equipment when undertaking their duties.* |  |
| 12 | Drugs or alcohol. *Drugs and/or alcohol on site are a breach of health and safety requirements, make sure that it is understood that employees and contractors’ employees will be removed from the worksite and not permitted to work on any company site for 6 months if caught.* |  |
| 13 | Smoking Policy.*Smoking only in designated areas.* |  |
| 14 | Excavations. *Contractors must check for any underground services prior to all excavations. If a permit to dig is required, this must be completed prior to any excavation taking place.* |  |
| 15 | Overhead power lines. *Prior to starting any work that is in the vicinity of live wires, a full hazard and risk assessment is required. Machinery or mobile equipment is to be no more than 4 metres to the power lines at any time.* |  |

Contractors’ Safety and Security Agreement - sight if a first-time contractor.

Contractor’s signature: Date:

Position:

Representative Signature Date

A copy of this signed off induction is to be filed with the contractors’ information.

**Additional Notes**