

	WHS Contractor Management – Contractor Site Induction	Version No:	V2.0
		Issued:	19 February 2015
		Reviewed:	31 May 2017
		Next Review:	30 May 2020

Contractor: _____ Date of Induction: _____

Contractor Contact Person: _____ Phone: _____

Contract Superintendent / Project Manager: _____ Phone: _____

Brief Description of Contracted Works: _____

Location of Induction: _____

Location of Contract Works: _____

ITEM	DETAILS / COMMENTS	Mark when complete ✓
How to access Council Contact person(s)		
Daily start and finish times		
Access to building/s including safe entry and exit		
Access to work area/s		
Impact on public and how will this be minimised		
Emergency Plan including assembly area, firefighting equipment etc.		
First Aid		
Reporting of incidents / accidents		
Environmental requirements i.e. flora and fauna, dust suppression, noise suppression		
Clean up of work site area (During and at completion)		
Use of Hazardous Chemicals and Safety Data Sheets		
Noise (including sound level readings)		
Waste disposal		
Location of asbestos and Asbestos Register (if applicable)		
Relevant Risk Assessments, SWMS, SWI's, WHS Management Plan completed (as required per procedure guidelines)		
Access to toilets/washing facilities		
Other		

A copy of the WHS Contractor Management - Hazard Identification form (Document 12.3.25.4), along with any additional information has been received by the Contractor.

Contractor Signature _____ Date _____

Contracts Superintendent Signature _____ Date _____