

SITE INDUCTION CHECKLIST

PURPOSE:

To assist employers in familiarising all trade contractors and other persons on site with OH&S rules & procedures of the site, before they commence work.

SITE _____

ADDRESS: _____

NAME OF PERSON BEING INDUCTED (INDUCTEE): _____

CONTRACTORS NAME: _____

COMPANY NAME: _____

INDUCTION DATE: _____ **INDUCTION TIME:** _____ **AM/PM**

#	YES	NO	N/A	SITE INDUCTION ITEM TO BE COVERED
1				CONTRACTOR'S TRADE LICENCE Please sight the trade contractor's licence. Licence No: _____ Type of Licence: _____ Name on Licence: _____
2				CONSTRUCTION INDUSTRY WHITE CARD Please sight the trade contractors Construction Industry White Card. Card Number: _____ Name on Card: _____
3				CONTRACTORS TRADE INSURANCE Please sight the trade contractors Public Liability Insurance Policy. Policy Number: _____ Name on Policy: _____ Policy Expiry Date: _____

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4				PLANT & EQUIPMENT <ul style="list-style-type: none">• Are you using any specialised equipment?• Have you been trained properly on the correct use of your equipment?• Is your electrical equipment tested and tagged?
5				PERSONAL PROTECTIVE EQUIPMENT <p>Do you have the correct Personal Protective equipment to perform your role?</p> <ul style="list-style-type: none">• Steel Capped Safety Boots• Safety Glasses• Respiratory Protection• Appropriate Clothing• High Visibility Vest• Safety Harness• Other : _____
6				SITE SECURITY <ul style="list-style-type: none">• Show the location of the temporary fencing.• Ask for the site gate to be kept shut at all times when entering / exiting.
7				SITE SAFETY SIGNAGE <ul style="list-style-type: none">• Please show the trade contractor the site safety signs.• Do you have an understanding of these safety signs?
8				SITE AMENITIES <ul style="list-style-type: none">• Show location of toilet facilities.• Show location of staff meals area.• Show location of fresh drinking water.• Show location of safety supplies (eg: sunscreen, respirators, ear plugs etc).

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9				EMERGENCY & EVACUATION PROCEDURES <ul style="list-style-type: none">• Show the emergency evacuation assembly point & route.• In an emergency, please assemble to the emergency assembly point.• In the event of an emergency, dial “000” for police, ambulance or fire.
10				FIRST AID & HOSPITAL LOCATION <ul style="list-style-type: none">• Advise who the trained first aid officer is on site.• Advise how to obtain first aid treatment, if required.• Advise the location of the nearest medical facility & hospital.
11				INCIDENTS & INJURY MANAGEMENT <ul style="list-style-type: none">• If there is an incident, injury or hazard, please report it to the site manager.• If there is an incident or accident, an incident form will need to be completed.
12				FIRE EXTINGUISHER <ul style="list-style-type: none">• Advise what type of extinguisher is on site & its uses.• Show the location of the fire extinguisher.
13				HAZARDOUS SUBSTANCES <ul style="list-style-type: none">• Are you working with any hazardous substances?• Do you require special storage or other precautions for your hazardous substances?
14				MANUAL HANDLING <p>Are you familiar with good manual handling / lifting techniques?</p>
15				WORKING AT HEIGHTS <p>Will you be working at heights and if so, are any special precautions required?</p>

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16				NOISE Will you be using any noisy equipment in your role?
17				DRUGS & ALCOHOL Are you under the influence of drugs or alcohol?
18				NO SMOKING POLICY Advise the site is a smoke free environment.
19				OFFENSIVE BEHAVIOUR / BULLYING & HARASSMENT Advise the site is an equal opportunity site and no form of bullying or harassment will be permitted.
20				CONTRACTOR SIGN IN / SIGN OUT REGISTER <ul style="list-style-type: none"> • Advise the need to always sign in & sign out. • Show the location of the sign in / sign out register.
21				SITE HOUSEKEEPING <ul style="list-style-type: none"> • Please clean up after yourself for site safety purposes. • Advise location of rubbish disposal area. • Advise location of recycling / refuse area.
22				GENERAL SITE RULES <ul style="list-style-type: none"> • Co-operate with site management at all times. • Work safely, having consideration for yourself & others. • Wear the correct safety attire at all times, for your role. • Please report any accidents / unsafe working conditions. • Please report any defective plant or equipment. • Do not use equipment which you have not been trained in. • Obey all site safety notices & signage. • Please keep the site tidy and free from hazards.

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23				SAFE WORK METHOD STATEMENTS Do you have a safe work method statement for your role?
24				WORKPLACE HEALTH & SAFETY MANAGEMENT PLAN (WHSMP) <ul style="list-style-type: none">• Advise site safety is everyone's responsibility. Report all concerns to the site manager as soon as possible.• Ask if they would like to read a copy of the workplace health & safety management plan for the site.
25				QUESTIONS / OPEN DISCUSSION Are there any questions you would like to ask about your role or the management of this site?

I, the undersigned, have been formally inducted on the health and safety on this site and understand my duties and responsibilities on the project.

SIGNATURE OF INDUCTEE: _____ **DATE:** _____

SIGNATURE OF INDUCTOR: _____ **DATE:** _____