

HS805
Contractor induction checklist



1. Contract Details

Contract Name _____	Contract Duration Dates _____ to _____
Contractor Name _____	Responsible UNSW Officer _____
Contractor Representative _____	Site to be Inducted _____

2. Information Checklist

Item	Completed
Inform contractor of Emergency Number	<input type="checkbox"/>
Introduce key staff to contractor	<input type="checkbox"/>
Outline First aid requirements	<input type="checkbox"/>
Communicate Emergency procedures and building wardens	<input type="checkbox"/>
Discuss building access requirements/hours of work	<input type="checkbox"/>
Identify restricted access areas	<input type="checkbox"/>
Communicate Parking requirements	<input type="checkbox"/>
Establish Noise controls that will be required	<input type="checkbox"/>
Ensure Permit to work systems, i.e. Hot Work, Confined spaces are implemented as relevant	<input type="checkbox"/>
Identify site fences, barricades and hoardings control	<input type="checkbox"/>
Other:	<input type="checkbox"/>

3. Sign-Off

Comments: _____

Responsible UNSW Officer _____	Date _____
Contractor Representative _____	Date _____

HS806
Contractor induction register



Contract Details

Name of Contract : _____ Contractor Representative : _____ Responsible UNSW Officer : _____

Inductee Name & HS Induction Number if Applicable	Company	Date of Induction	Signature	Person Conducting Induction