

Contractor OHS Induction Checklist

The **Contractor OHS Induction Handbook** can be used to assist in conducting an OHS induction

Workplace			
Company Name			
Contractor's Name			
Brief Description of Works			
General Induction The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:			Provided
DET Occupational Health and Safety Policy			<input type="checkbox"/> Yes
Required conduct/behaviour			<input type="checkbox"/> Yes
High or extreme risk as identified in the OHS Risk Register related to the works to be undertaken			<input type="checkbox"/> Yes
Security access arrangements / Traffic Management Plan			<input type="checkbox"/> Yes
Emergency management			<input type="checkbox"/> Yes
First aid and amenities			<input type="checkbox"/> Yes
Hazardous Substances and Dangerous Goods stored on site			<input type="checkbox"/> Yes
Hazard and incident reporting			<input type="checkbox"/> Yes
Current Asbestos Management Plan and Division 5 Audit Report			<input type="checkbox"/> Yes
Confined Space Entry Permit			<input type="checkbox"/> Yes <input type="checkbox"/> N/A (n/a is only to be selected when not working in a confined space)
Information to be provided by the Contractor			Provided
Licence details			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A copy of the current contractors Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)			<input type="checkbox"/> Yes
A copy of the current Workers Compensation Insurance Certificate of Currency			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Current Working with Children Check			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Safe Work Method Statements (SWMS)			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Sign off	Name	Signature	Date
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the SWMS (or equivalent).			
Contractor:			

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I have provided the contractor with the relevant DET and site specific information related to the works to be conducted.

Workplace Representative:			
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Workplace Manager / Management OHS Nominee are to file copies of all completed Contractor OHS Induction Checklists.