

Sub Contractor’s Health & Safety Induction Checklist

SUB CONTRACTOR HEALTH & SAFETY INDUCTION CHECKLIST	
NAME	
COMPANY	
SITE	<i>Multi-site or site specific (delete one; if site specific, please state)</i>
INDUCTED BY	
DATE	

1. **Health & Safety Policy and Site Safety Plan (where necessary)**
Confirmation of company Health & Safety Policy and Site Safety Folder.
2. **Emergency Procedure**
Confirmation of emergency procedures.
3. **Site Hazards**
Identify site hazards.
Identify any hazards that the employee may create or be exposed to and how to control these.
Confirm process for notification of new hazards introduced.
4. **Safety Equipment**
Advise all employees of location of First Aid Kit.
Advise all employees of location of Fire Extinguishers, water, exits.
5. **Accident Reporting**
Discuss the responsibility and importance of reporting all accidents or near misses.
Advise location of Accident Register and Reporting forms.
6. **Safety Training**
Confirm that employees are adequately trained in the safe use of all plant, equipment and personal protective equipment that they will be required to use during their time on site.
7. **Site Amenities**
Identify location of toilets, wash areas, smoko areas where required.
8. **Personal Protection Equipment (PPE):**

<input type="checkbox"/> Safety Hat	Safety Earmuffs Grade
<input type="checkbox"/> Safety Footwear	Hi Vis Vests
<input type="checkbox"/> Safety Goggles	Other (as identified on hazard register)
9. Identify any conditions that he/she is aware of that would effect their ability to perform his/her duties where there is a risk of harming themselves or others (record actions to manage).
10. Provide WDCL with a current copy of company Public Liability Insurance.

I acknowledge that I have reviewed the Health & Safety on this site as outlined above, and I am aware of my responsibilities.

(SIGNED) -----

NAME: -----

COMPANY: -----

DATE: -----