

Contractor induction checklist

This is a generic checklist that should be completed for all contracted work prior to the commencement of any activities.

Contracted work includes but is not limited to: any activity or task completed by workers who are **NOT** Avondale College of Higher Education employees and any situation where Avondale College of Higher Education workers provide guidance, advice and/or give directions to persons regarding activities resulting from allocation of Institutional funds.

CONTRACTOR DETAILS			
Contractor / company		Contractor supervisor	
Site manager / representative		Contractor emergency contact	

CONTRACT WORK OVERVIEW			
Duration of work	Start:	Finish:	Work Location:

Description of work to be completed	
-------------------------------------	--

TYPICAL CONTRACTOR DOCUMENTATION REQUIRED			
Please check boxes where appropriate documentation has been viewed and copies attached.	Yes	No	N/A
Contractor certification & licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public liability insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers compensation/personal accident insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant/equipment certification / registration / test & tag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work methods & procedures for the contracted work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDS) available for any hazardous substances to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits to work completed i.e. confined spaces / hot work / working at heights / asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lock out / tag out procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment (PPE) supplied and appropriate to the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plans and services reviewed where digging / trenching will be completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication procedures in place for remote / rural / isolated work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INDUCTION OVERVIEW	
Please ensure that all induction elements are covered. Where necessary, provide copies of Avondale College documents to the contractors	Yes
Avondale College of Higher Education WHS Policy	<input type="checkbox"/>
Site emergency evacuation procedures	<input type="checkbox"/>
Site first aid / medical emergency procedures	<input type="checkbox"/>
Avondale College of Higher Education incident notification system (near miss, injury/illness, damage/hazard, dangerous occurrence)	<input type="checkbox"/>
Site amenities	<input type="checkbox"/>
Site sign on / sign off register	<input type="checkbox"/>
Overview of general access and restricted access areas on site	<input type="checkbox"/>
Site parking arrangements	<input type="checkbox"/>
Avondale College of Higher Education drug / alcohol and smoking policies	<input type="checkbox"/>
Hazardous substances and dangerous goods on site (labelling, use SDS and disposal requirements)	<input type="checkbox"/>
Contractors/subcontractors/visitors on site	<input type="checkbox"/>
Completed Avondale College of Higher Education site induction form	<input type="checkbox"/>
Hot Work permit if required	<input type="checkbox"/>
Asbestos Register made available for consultation	<input type="checkbox"/>
Fire Alarms to be isolated in locations where work may trigger smoke or heat sensors	<input type="checkbox"/>

AUTHORISATION FOR WORK TO COMMENCE		
Site manager/contractor supervisor name	Signature	Date
Contractor representative name	Signature	Date

INDUCTION SIGN OFF			
Name	Company	Signature	Date

On completion of the Contractor Induction Checklist: the site manager / contractor manager / supervisor must retain a copy of the checklist and all attachments. Where the contractor provides services on a frequent basis at various sites this document will only need to be completed once initially as part of pre-qualification.

All documents should be retained on site.