

# Contractor / Site Induction Checklist

A basic induction checklist for contractors and new workers on site.

## Induction details

| Business / contractor | Person inducted | Site / job | Date |
|-----------------------|-----------------|------------|------|
|                       |                 |            |      |

## Induction items

| Item                                    | Covered (Y/N) | Notes |
|-----------------------------------------|---------------|-------|
| Site rules and access/parking           |               |       |
| Emergency procedures and assembly point |               |       |
| Hazards on site (as identified)         |               |       |
| Required PPE                            |               |       |
| Permits / approvals required (if any)   |               |       |
| Incident reporting process              |               |       |
| Sign-in / sign-out process              |               |       |

## Sign-off

| Inducted person name | Signature | Inductor name | Signature |
|----------------------|-----------|---------------|-----------|
|                      |           |               |           |