[Company name]

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Contractor Site Induction Checklist

[Company name] - [Site]

Contractor details

Contractor name: _____ Company: _____

Work to be done: _____ Induction date: _____

Inducted by: _____

Induction items (tick each as covered)

[ ] Site rules and expected conduct explained

[ ] Emergency exits and assembly point shown

[ ] Fire alarm sound and procedure explained

[ ] First aid kit location and first aider name given

[ ] Toilets, rest areas and drinking water shown

[ ] Hazardous areas and restricted zones identified

[ ] PPE requirements for this work confirmed ([list])

[ ] Permit-to-work requirements explained (hot work / confined space / electrical)

[ ] Waste disposal and housekeeping expectations set

[ ] Incident and near-miss reporting procedure explained

[ ] Site contact name and phone number provided

[ ] Sign-in / sign-out procedure demonstrated

Declarations Contractor: I have been inducted as above, I understand the site rules, and I will follow them.

Sign-off

Contractor name: _____ **Contractor signature:** _____ **Date:** _____

Inductor: I confirm the induction was completed.

Sign-off

Inductor name: _____ **Inductor signature:** _____ **Date:** _____