

CONTRACTOR INDUCTION CHECKLIST

Contractor Name: Start Date: / /

Company representing:

Introduction

- Explained layout and activities of the farm Explained who to report to

Job Introduction

- Explained roles and responsibilities for contractors
- Copy of liability insurance provided
- Explained how to report hazards & OHS issues, documents required and to whom
- Dress code and required PPE for the job
- Established level of contractor competency by reviewing licenses (copy retained)
- Explained personal health and hygiene requirements whilst working
- Explained relevant hazards in the workplace and how they are controlled (explain Standard Operating Procedures) Introduced to supervisor/manager
- Explained where first aid kit is located
- Shown the work area, toilet, drinking water and eating facilities.
- Shown how to safely use, store and maintain tools, machinery, vehicles and hazardous substances that are provided to complete the task
- Identified location of MSDS
- Explained procedure for working alone
- Identified emergency assembly point and procedures

Contractor Conditions (Explained)

- Work times and meal breaks
- Invoicing and tax details
- Reporting injuries
- Plant & Equipment register

Conducted by: Date: / /