

RPS Contractor OHS Induction Checklist

The Contractor OHS Induction Handbook can be used to assist in conducting an OHS induction.

Workplace:	Rosanna Primary School
Company Name:	
Contractor's Name:	
Brief Description of Work:	

General Induction: The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:

Department Health, Safety and Wellbeing (HSW) Policy	Yes <input type="checkbox"/>
Child Safe Statement of Commitment & Code of Conduct	Yes <input type="checkbox"/>
Required conduct/behaviour	Yes <input type="checkbox"/>
High or extreme risk as identified in the OHS Risk Register related to the works to be undertaken	Yes <input type="checkbox"/>
Security access arrangements / Traffic Management Plan	Yes <input type="checkbox"/>
Emergency management	Yes <input type="checkbox"/>
First aid and amenities	Yes <input type="checkbox"/>
Hazardous Substances and Dangerous Goods stored on site	Yes <input type="checkbox"/>
Hazard and incident reporting	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Current Asbestos Management Plan and Division 5 Audit Report	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Introduction to Asbestos Coordinator	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Confined Space Entry Permit	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Information to be provided by the Contractor

Licence details	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A copy of the current contractors Public Liability Insurance Certificate of Currency (minimum ten million sum insured)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A copy of the current Workers Compensation Insurance Certificate of Currency	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Current Working with Children Check	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Safe Work Method Statements (SWMS)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Personal Protective Equipment (PPE)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Sign off	Name	Signature	Date
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the Safe Work Method Statement (or equivalent).			
Contractor:			
I have provided the contractor with the relevant Department and site-specific information related to the works to be conducted.			
Workplace Representative:			

Principal or their delegate are to file copies of all completed Contractor OHS Induction Checklists.

Central Office Use Only	Issue Date: October 2013	Last Reviewed: August 2017	Next Review Date: August 2019
No. DET ESWU 25-2-4	Authorised by: Manager, ESWU		

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED