**[Company name]**

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# Contractor Site Induction Checklist

[Company name] - [Site]

## Contractor details

| | |
|---|---|
| **Contractor name** | [Name] |
| **Company** | [Company] |
| **Work to be done** | [Description] |
| **Induction date** | [Date] |
| **Inducted by** | [Name] |

## Induction items (tick each as covered)

| Item | Done |
|---|---|
| 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 |
|---|---|---|
| | | |