[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	[ ]

[Company name]

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