Ashford Business Services Ltd

Contractor Site Induction Checklist

Ashford Business Services Ltd - Site

Contractor details

Contractor name	Sarah Mitchell
Company	Company
Work to be done	Description
Induction date	9 November 2026
Inducted by	Sarah Mitchell

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