

WHS-53A SITE INDUCTION CHECKLIST

COMPLETION INSTRUCTIONS

- This **SITE INDUCTION CHECKLIST** shall be completed by the **SITE CONTACT PERSON** on the contractor/sub-contractor/visitors' **FIRST VISIT** to a site in order to demonstrate all induction safety obligations have been met. It may be used on subsequent site visits as required.
- Completed checklists shall be saved by the Site Contact Person in TRIM TGF2015/779 as evidence this process has been conducted.

CHECKLIST	Yes	N/A
1) The appropriate level of on-line Induction, has been completed		
2) AAR on line training has been completed, if applicable		
3) AAR authorisations have been checked on the Authorisations database and are appropriate, if applicable		
4) A valid White Card (Construction induction card) has been viewed , uploaded into Rapid Induct and verified; (Only applicable to Contractors conducting "hands on" work)		
5) Where high risk work is to be conducted relevant high risk licences have been viewed, uploaded into Rapid Induct and verified		
6) Site dress code and any relevant PPE requirements has been communicated and complied with		
7) Site orientation has been conducted including location of amenities, first aid, smoking areas, evacuation assembly points etc.		
8) Task/job specific orientation has been conducted, if applicable		
9) Safety Non Negotiables have been communicated and understood		
10) An appropriate level of monitoring/supervision has been agreed to		
11) Visitors are aware that they shall be escorted AT ALL TIMES in operational areas		
12) Specific Territory Generation procedures that may apply have been discussed/provided, where applicable		
13) Persons conducting work activities understand the requirement to use a task based risk assessment process such as JSEA or SWMS. Education in the use of Territory Generation's JSEA has been provided, if applicable.		
14) Principal Contractor/contractor supervisor has been made aware of their sub-contractor WHS obligations, if applicable		
15) Contact details of the Site Contact Person have been provided		
16) Equipment bought on site is Certified/compliant including electrical test and tag etc., where applicable		
17) Chemicals bought on site have a Safety Data Sheet and safe chemical transport , storage, use and disposal requirements have been discussed, if applicable		
18) The requirement to immediately report any incidents/injuries to the Site Contact Person and /or their delegate has been clearly communicated.		
NOTES:		

Site Contact Person

I _____ confirm I have completed the above checklist with the Contractor/Visitor named below.

Signature: _____ Site: _____ Date: _____

Contractor/Visitor

I _____ confirm the Site Contact Person named above has completed the above checklist & I understand & agree to abide by all requirements while on this site.

Signature: _____ Site: _____ Date: _____