

# Employee/Contractor Induction Checklist

Employee/Contractor name: \_\_\_\_\_

Subject	Employee	Contractor	Action/Informs	Sign
All company policies	✓	✓	Shown copies of all company policies (available on Mango).	
Site monthly meeting	✓	✓	Explain when meetings are held (contractors are expected to attend if onsite)	
Accident and Incident	✓	✓	How to report an accident and that employees/contractor must inform a site supervisor or foreman.	
Emergency Procedures	✓	✓	Shown evacuation points, plan and the process.	
First Aid	✓		Shown First Aid cabinet and who are the company's First Aiders (displayed on the SSSP).	
Hazards	✓	✓	Daily hazards will be posted on site board. Generic company hazard register is available to view. How and who to report a new or changed hazard too.	
Rehabilitation process	✓		Explained the rehabilitation process.	
PPE	✓	✓	What needs to be worn on site	
Signage	✓	✓	You must follow the instruction in signage	
Usage of equipment (contractor)		✓	All contractors must be able to present certification or licenses for work they are performing (where applicable).	
Usage of equipment (employee)	✓		All employees must be able to present certification or licenses for work they are performing (where applicable) or be under supervised training.	
Responsibilities	✓	✓	Explained responsibilities of workers and contractors	
Handbook	✓	✓	Provided a copy of Handbook.	
Environmental	✓	✓	Advised on the environmental issues on-site including silt protection, discovery protocols etc.	

I have read and understood the above regulations and procedures and all items on this form have been explained or shown to me.

For the Company \_\_\_\_\_  
 Name Signature

Date / /

Employee/Contractor \_\_\_\_\_  
 Name Signature

Date / /