

Safe Form D – Safety Induction Record

Contractor

DATE:			
CONTRACTOR BEING INDUCTED:			
CONTRACTOR MAIN TASK:			
PHONE NUMBER:			
CONTRACT NUMBER:			
SDC PERSON DOING INDUCTION:			
If group attach sheet of all signatures	<input type="checkbox"/>		
INDUCTION (SDC OPERATED SITE)			
Sign in/out	<input type="checkbox"/>	Wear visitor badge	<input type="checkbox"/> Evacuation and assembly <input type="checkbox"/>
Report all accidents	<input type="checkbox"/>	Report all incidents	<input type="checkbox"/> PPE required <input type="checkbox"/>
Drug and alcohol	<input type="checkbox"/>	Restricted work	<input type="checkbox"/>
List hazards brought to site:			
Special instructions:	<hr/> <hr/> <hr/> <hr/>		
Identification of Asbestos – if during work, asbestos is suspected or disturbed. Council to be notified ASAP	<input type="checkbox"/>		
APPROVED CONTRACTOR APPLICATION CHECKLIST (INCLUDE ABOVE INDUCTION)::			
ANCILLARY	Issued contractors information booklet <input type="checkbox"/> General hazard register <input type="checkbox"/> Safe form C (H & S agreement) <input type="checkbox"/>		
OTHER AREA SPECIFIC HAZARD REGISTERS PROVIDED:			
Office <input type="checkbox"/>	Libraries <input type="checkbox"/>	Halls <input type="checkbox"/>	Housing <input type="checkbox"/>
Outdoor services <input type="checkbox"/>	Gravel pits <input type="checkbox"/>	Toilets & cleaning <input type="checkbox"/>	Recycling & refuse <input type="checkbox"/>
		SDC contract supervisor initials:	
SIGN OFF:			
I HEREBY ACKNOWLEDGE THAT I UNDERSTAND AND HAVE BEEN TAKEN THROUGH THE ABOVE INDUCTION:			
SDC Representative _____		Individual _____	
ADMINISTRATION:	All info present: YES <input type="checkbox"/> No <input type="checkbox"/>	Date:	Initial:

Guidelines/Definitions

Sign In/Out

All visitors to SDC controlled sites must sign in and out. Note that some SDC sites are controlled by Independent Contractors and they may have their own requirements.

Visitor Badge

Individuals must be identified as visitors.

Evacuation and Assembly

Explain the site evacuation procedure, alarm types and where to meet (refer R/13/4/5009 Emergency Planning and Readiness Procedures).

Report Hazards/Advise of Hazards

All visitors have an obligation to report any hazards they identify to their SDC Supervisor. Equally they are required to advise SDC of any Hazards they may bring onto your sites. This may require follow up actions, such as wider communication to staff of these introduced hazards. (Refer HS09 and HS03).

Report all incidents – this includes property damage and near miss

Where anyone is hurt (no matter how minor), where anything is broken or where something bad is narrowly avoided, this must be reported and recorded to allow follow up and preventative actions to occur (Refer HS05.1).

PPE Required

Personal Protective Equipment.

Drugs and Alcohol

Advise that working under the influence of drugs or alcohol is not permitted and that alcohol is only allowed to be consumed on site at authorised social events.

Restricted Work

Includes work at height, confined space entry, hot work.

List Hazards Brought to Site

As per above list any hazards you are advised of that the contractor is bringing onto site.

Special Instructions

This section is to provide detail and record any special instructions given to a contractor or supervisor in regards to a hazard they may encounter. For example a non-routine event may be taking place that creates a temporary hazard that doesn't ordinarily exist.

All Contractors and visitors can access the SDC Asbestos Management Plan and Register through their SDC Supervisor.

Approved Contractor Application Checklist

Refer "Contractor Information Booklet".

This section is to check off the signed completion of the required forms for each level of contractor status.

All contractors must be given the "General Hazard Register" plus any others that are relative to the work they are to complete.