

## 16.18 GENERAL CONTRACTOR INDUCTION CHECKLIST

This checklist is to be completed by the Parish Council Safety Delegate for contract works less than \$10,000 and by the WHS Officer for all other contracts. A separate checklist for each worker of the contractor shall be completed.

General Information:	
Contractor name:	
Diocese Contact person:	
Agreed works:	

Induction			
Topic	Completed date	Diocese Rep sign off (initial)	Worker Sign off (initial)
Diocese WHS Management system (contractor to clarify any queries): <ul style="list-style-type: none"> <li>WHS policy</li> <li>Hazard and risk management</li> <li>Incident notification and management</li> <li>Emergency preparedness</li> <li>First aid</li> <li>Other procedures pertinent to the work to be carried out</li> </ul>			
Diocese contractor responsibilities including: <ul style="list-style-type: none"> <li>Take reasonable care of themselves and others who may be affected by their actions.</li> <li>Report all identified hazards and incidents through Diocesan reporting channels.</li> <li>Participate in risk assessment and control development where required.</li> <li>Work in accordance with all WHS Standards and associated documentation.</li> <li>Take all actions to avoid, eliminate or minimise hazards.</li> <li>Seek information to make sure they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work.</li> <li>Attend all mandatory training as scheduled.</li> </ul>			
Confirm insurances as outlined in the relevant criteria checklist			
Obtain copies of relevant licenses/certificates of competency/white card required for works to be undertaken			
For high risk general and construction work, contractor to provide: <ul style="list-style-type: none"> <li>Site specific risk assessments</li> </ul>			

**Section 16.18 – Work Health & Safety Policy**

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<ul style="list-style-type: none"> <li>• Site specific safe work method statement</li> </ul>			
Diocesan representative to conduct site tour including: <ul style="list-style-type: none"> <li>• Facilities and amenities</li> <li>• First aid</li> <li>• Emergency preparedness</li> <li>• Housekeeping</li> <li>• Known hazards and controls</li> </ul>			
Diocesan representative and contractor to confirm consultation arrangements.			

I have been inducted in the areas that have been marked in the above table and am committed to ensuring that health and safety is incorporated into my contracted work tasks at the Diocese		I have thoroughly inducted the contractor whose name appears above in the areas listed above.	
<b>Name:</b>		<b>Name:</b>	
<b>Signature &amp; Date:</b>		<b>Signature &amp; Date:</b>	