



## HEALTH AND SAFETY CONTRACTOR INDUCTION CHECKLIST

*This induction checklist must accompany the new inductee during the site induction process.*

### Inductee details

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

*Please select which employment/engagement status represents the type of inductee*

Worker                       Labour Hire Worker       Contractor                       Volunteer/Visitor

Stall: \_\_\_\_\_

Inductor: \_\_\_\_\_

Date of induction: \_\_\_\_\_

Detail works to be carried out: \_\_\_\_\_

### Inductee item checklist

*Inductor and Inductee to initial when each item is completed*

Qualifications required for the role are identified, confirmed and recorded  Yes       N/A

Provided Public Liability and Workers Compensation Insurance  Yes       N/A

Completed company general health and safety induction including health and safety responsibilities  Yes       N/A

Shown the location of first aid equipment and facilities and first aid attendants  Yes

Shown the location of firefighting equipment in work area eg fire extinguishers, hose reels, etc.  Yes

Site evacuation and emergency response procedures explained:  Yes

- Assembly point/s and evacuation route/s
- Emergency response plans
- Emergency/fire wardens and their locations
- Emergency communication strategies
- Provision for offsite emergencies (if applicable)

Shown kitchen amenities, toilets and drinking water  Yes       N/A

Workplace non-smoking policy explained  Yes       N/A

Workplace drug and alcohol policy explained  Yes       N/A

Workplace violence, bullying and harassment/code of conduct explained  Yes       N/A

Workplace general procedures and rules including hours of work, security requirements and parking/transport explained  Yes       N/A

Access Hours for trades and trader set up Wednesday  
8.30am till 3pm & Thursday 8.30am till 6pm

Training on use, storage, maintenance and disposal of PPE provided	<input type="radio"/> Yes	<input type="radio"/> N/A
You have Market Management contact number?	<input type="radio"/> Yes	<input type="radio"/> N/A
You have been provided with a copy of the Asbestos register if required?	<input type="radio"/> Yes	<input type="radio"/> N/A
Initial introduction to immediate work environment (workplace hazards and risk assessments explained)	<input type="radio"/> Yes	<input type="radio"/> N/A
Induction to relevant safe procedures	<input type="radio"/> Yes	<input type="radio"/> N/A
Induction to any specialised equipment and training in use	<input type="radio"/> Yes	<input type="radio"/> N/A
Hazardous chemicals/substance's locations and procedures (including storage, spills, SDS, etc.)	<input type="radio"/> Yes	<input type="radio"/> N/A
Plant and equipment safety – energy isolation procedures and lockout/tagout use explained	<input type="radio"/> Yes	<input type="radio"/> N/A
Tour of work site provided	<input type="radio"/> Yes	<input type="radio"/> N/A
Informed about car park usage	<input type="radio"/> Yes	<input type="radio"/> N/A
Informed about Heritage of the building	<input type="radio"/> Yes	<input type="radio"/> N/A
You agree to obtain City of Fremantle & FMPL to carry out any works	<input type="radio"/> Yes	<input type="radio"/> N/A
Market bins are for trading waste only (no building waste)	<input type="radio"/> Yes	<input type="radio"/> N/A
Contractors must conduct their own risk assessment before carrying out any work eg, using a ladder or hanging a picture (have you check ground is even, do the have adequate tools, is there power where you are able to drill?)	<input type="radio"/> Yes	<input type="radio"/> N/A
You agree to report any hazards to Fremantle Markets CEO	<input type="radio"/> Yes	<input type="radio"/> N/A
Is trader on site to supervise? No works to be carried out unless trader on site.	<input type="radio"/> Yes	<input type="radio"/> N/A

### Declaration

I acknowledge that I, the undersigned, have been advised on all of the above listed items and understand the points discussed. Where appropriate, I also undertake to use and have been instructed in the correct usage of Personal Protective Equipment (**PPE**). I accept that compliance to safe work practices is a condition of my continued access to the site and also a requirement under the health and safety legislation.

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<b>Inductee's Name</b> (Please print)	<b>Signature</b>	<b>Date</b>
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<b>Inductor's Name</b> (Please print)	<b>Signature</b>	<b>Date</b>
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