

Contractor Induction Checklist

Congregation / Location: _____

Instructions:

- All contractors and their employees engaged by the Uniting Church location, are required to be aware of, and to comply with all local policies and procedures that are relevant to the work.
- After the induction, subsequent visits to the location by all contractors and/or their employees, requires them to report to the office, advise the church representative of their presence and proceed with the planned work as directed. For emergency purposes please also sign the Visitor/Contractor/Volunteer Sign on/off Register with each visitation.

Church Representatives carry out the induction process, which includes:

- Completing the attached checklist
- Obtaining copies of relevant licences that will apply to the person’s activities at this location e.g. electrical licence for an electrician
- Obtaining copies of relevant insurances (only once per year per company)
- Checking equipment, documents and records pertaining to the person’s activities as required
- Maintain induction documentation in the designated church filing system (electronic filing if preferred)

Contractor Details:			
Name:	Company:	ABN:	Ph No:
Emergency Contact Name & Phone Number:			
Induction Date:		Inducted By:	
Location of Work & Activity:			
Insurance Information: <i>(If not already on file-Once only for the same company)</i>			
Public Liability Insurance	No:	Expiry:	
Workers Compensation Policy <i>(required if person employs 1 +people)</i>	No:	Expiry:	
Professional Indemnity <i>(if Applicable)</i>	No:	Expiry:	
Licences: <i>(Where relevant e.g. electrical, white card for construction work, Blue Card, mobile equipment)</i>			
	No:	Expiry:	
	No:	Expiry:	
	No:	Expiry:	
Documents Provided for Work Activity:		Details /Sighted	
Safe Work Method Statement (SWMS), safety procedure/plan		<input type="checkbox"/>	
Safety Data Sheet <i>(chemicals brought onto location)</i>		<input type="checkbox"/>	
Work Permits <i>(as required e.g. hot work, work at heights>2m)</i>		<input type="checkbox"/>	
		<input type="checkbox"/>	
General Location Information			
Location of:		<input type="checkbox"/>	
○ Amenities		<input type="checkbox"/>	
○ First Aid Kit		<input type="checkbox"/>	
○ Emergency exits, emergency equipment and evacuation assembly area		<input type="checkbox"/>	
Specific Safety Information:			
Location/access to Asbestos Plan and Register – <i>(pre- start of work)</i>		<input type="checkbox"/>	
Hazard/Incident or Near Miss Reporting requirements – <i>(include key contact person)</i>		<input type="checkbox"/>	
Electrical – Current test/tag, no double adaptors or piggy back plugs		<input type="checkbox"/>	
Personal protective clothing and equipment <i>(as required by work tasks)</i>		<input type="checkbox"/>	
Emergency procedures <i>(include Warden & First Aid Attendant contacts)</i>		<input type="checkbox"/>	
Site specific hazards/risks <i>(advise how controlled)</i>		<input type="checkbox"/>	
Access and Security requirements		<input type="checkbox"/>	
General Information:			
Privacy and Confidentiality		Unacceptable behaviours include: ○ Bullying & Harassment ○ Discrimination ○ No use non-prescription drugs or alcohol	
Intellectual Property			
Contractor Signature :		Inductor Signature:	
Date:		Date:	

Place in Church filing System