



## CSCS CHECKLIST FOR CONTRACTOR / VISITOR SITE INDUCTION

INDUCTEE NAME: \_\_\_\_\_ SITE: \_\_\_\_\_ DATE: \_\_\_\_\_

Purpose: To assist employers (including sub-contractors) familiarise workers with the WHS rules and procedures of the site BEFORE they commence work.		Yes	No	N/A
No	Items Covered			
1	Have you established the competencies and qualifications (including trade qualifications) of the person?			
2	Have you established proof of the person's construction induction training?			
3	Have you ensured that the person has been taken through relevant safe work method statements for the tasks to be performed?			
4	Does the person have the correct PPE available? <ul style="list-style-type: none"> <li>• Hard hat</li> <li>• Safety glasses</li> <li>• Safety footwear</li> <li>• Long sleeved shirt</li> <li>• High visibility vest</li> <li>• Other.....</li> </ul>			
5	Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> <li>• Assembly point and evacuation route?</li> <li>• Closest medical facility?</li> <li>• Contact details of emergency services?</li> <li>• Provisions for emergency communications?</li> </ul>			
6	Have you shown the person: <ul style="list-style-type: none"> <li>• The location of the first aid facilities / kits?</li> <li>• Who the first aiders are and how to obtain treatment?</li> </ul>			
7	Have you shown the person where all relevant fire fighting equipment is located? For example, fire extinguishers, hose reels, etc.			
8	Have you introduced the person to their site Health and Safety Representative(s)?			
9	Have you shown the person where the amenities (including toilets and drinking water) are located?			
10	Have you explained the procedures for reporting incidents, injuries and hazards?			
11	Has the person been trained to set up and use any specialised equipment that is required?			
12	Have you explained the site security procedures?			
13	Have you explained the site health and safety rules?			
14	Have you given the person an opportunity to ask questions about their responsibilities and to have any issues clarified?			



**SIGN OFF**

I have participated in the Visitor Induction during which I had the Site Specific Health & Safety Rules explained to me. I understand the standards expected of me and I agree to work safely and comply with these standards and procedures at all times.

**Inductee:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Inducted by:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_