

University of Waikato

Health and Safety Job Manager Site Induction Checklist

Under the University's Health and Safety Procedures the job manager is responsible for ensuring Contractors and subcontractors work in a safe and healthy manner and are not harmed (or do not cause harm to others) while working on University premises. The following points are covered, as appropriate, during the on-site induction process.

	Tick
Existing hazards and the control measures in place relevant to the job or work area (e.g. see list below).	
Introduced hazards (e.g. machinery, cabling, electrical equipment, scaffolding, ladders etc) that the contractor will be bringing on site, or creating as a result of the nature of the work.	
Evacuation and Emergency Procedures, including emergency contacts. (Dial 4444 and give details to the security staff who will contact the appropriate emergency services and initiate procedures).	
Procedures for reporting and investigating accidents and incidents.	
Availability of adequate First Aid equipment.	
Personal Protective Equipment – use and maintenance.	
The contractor's health and safety documents are currently approved by the Health and Safety Co-ordinator.	
University Policies (Smoke-Free Environment, Sexual Harassment, Use of Radios, Discovery of Suspected Asbestos, Parking, etc.).	
Contractor's responsibilities (safety precautions/safety plan, suitably qualified and trained staff for the job, compliance with relevant statutes, regulations, codes of practice, NZ standards and local by-laws).	

I have participated in the induction to the University's site.

(Contractor's/subcontractor's name)

I understand the health and safety requirements and responsibilities and agree to abide with them on behalf of

(Company's name)

Signed..... Signed.....

(Contractor / Subcontractor)

Inductor / Job Manager

Date

Some of the identified potential hazards are as follows

Adjustable props	Noise
Aerosols, fumes and gases	Poor hygiene
Aisles, passageways and exits	Powder powered tools
Chemicals	Practical jokes and horseplay
Compressed air plant and hoses	Radioactivity
Electrical equipment, leads and wiring	Scaffolding, platforms and swinging stages
Excavations and trenches	Stacking and storage
Falls, slips and trips	Surfaces (walking and working)
Fire and other emergencies	Underground services
Guard rails	Vehicle movement / roadways /pedestrians
Inadequate lighting	Ventilation
Lack of warning notices	Waste disposal
Lifting gear and equipment	Welding and gas cutting
	Working at heights

Other hazards in specific situations will be advised by the job manager.

