

Health and Safety Site Induction Checklist

Job/Project:	
Location:	
Start/Duration:	
Contractor:	
Date of Induction:	
University Job Manager:	

The University is responsible for ensuring contractors and sub-contractors 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 to be 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 overleaf).	
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 07 838 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 University's Health and Safety Coordinator.	
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).	
Confirmation that from time to time during the course of the work the University may conduct safety inspections/observations.	

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.....
(Contractor/Subcontractor)

Signed.....
(University Inductor/Job Manager)

Date

Some of the identified potential hazards are as follows:

	Yes/No		Yes/No
Adjustable props		Power tools. Percussion powered	
Aerosols, fumes and gases		Practical jokes and horseplay	
Aisles, passageways and exits		Radioactivity	
Chemicals		Scaffolding, platforms and swinging stages, cherry pickers, hydraulic hoists	
Compressed air plant and hoses		Stacking and storage	
Electrical equipment, leads and wiring		Surfaces (walking and working)	
Excavations and trenches		Underground services	
Falls, slips and trips		Vehicle movement / roadways / pedestrians	
Fire and other emergencies		Ventilation	
Guard rails		Vibration	
Inadequate lighting		Waste disposal	
Lack of warning notices		Welding and gas cutting	
Lifting gear and equipment		Wet Surfaces	
Noise		Working at heights	
Poor hygiene		Welding and gas cutting	
Details of other specific hazards: (Hazards in specific situations will be advised by the job manager).			

Statement of confirmation by the contractor regarding the competency of staff and sub-contract staff who will be deployed on the project:

Contractor:	Staff Member:	Confirmed Competency (Yes/No):

I confirm that all staff, including sub-contract staff, who will be deployed on this project will be competent and properly equipped.

Signature: **Date:**

(Contractor/Subcontractor)