

Contractor Company:
Contractor Employee's Name:
Induction Date:
Contractor Company Name:
Name of Person Providing Induction:
Description of Service:

Topics covered	YES	NO	N/A
1. Introduction			
2. Outline of Council Policies			
a) OHS Policy			
b) Site Safety			
c) Employee Equal Opportunity			
d) No smoking			
e) Alcohol and Drugs			
f) Council Code of Conduct Policy			
3. Outline of Permit to Work requirements			
4. Emergency Procedures			
5. Hazard Reporting			
6. Incident / Injury Reporting			
7. First Aid			
8. Use and maintenance of personal protective equipment			
9. Restricted areas			
10. Security and access requirements			
11. Job schedule and work tasks discussed			
12. Relevant legislative requirements			
13. Additional contract requirements			
a) High Risk Licences / Construction Induction card required			
b) Public Liability Insurance and Work Cover Premium / Agreement			
c) Other relevant insurances			
14. Safety Data Sheets and Chemical Storage			
15. Audit Frequency			

Contractor staff: As a representative of my company, I will ensure that all relevant information received at the induction session will be forwarded to all staff who will be working on Council sites and/or conducting work for Council.

Name:

Position:

Signature:

City of Greater Dandenong Contract Manager

Name:

Position:

Signature: