

Contractor OHS Induction Checklist

School name:	Greenhills Primary School		
Contractor company name:			
Contractor name(s):			
Brief description of work:			
Date of induction:			
General Induction – information provided by the contractor(s) ahead of work commencing			
A copy of the current Public Liability Insurance Certificate of Currency (minimum ten million sum insured)			Yes ☐
A copy of the current Workers Compensation Insurance Certificate of Currency (if a company), or equivalent details if a sole trader			Yes ☐
Details (or a copy) of trade licences (and original to be sighted by principal/delegate)			Yes ☐ N/A ☐
Current Working with Children Check			Yes ☐ N/A ☐
Safe Work Method Statements (SWMS) are completed for the relevant high-risk tasks being undertaken at the time of induction, including but not limited to the below list. <i>SWMS must be completed each time these high-risk tasks are undertaken, not just at induction.</i>			Yes ☐ N/A ☐
- Asbestos - Hazardous Substances and Dangerous Goods - Working at Heights	- Hot Work - Confined Spaces - Any other tasks that the contractor deems as high-risk construction work		
OHS Induction – information provided to the contractor(s)			
School emergency management information and contacts			Yes ☐
Location of first aid room/kit and amenities			Yes ☐
Link to the department's Health, Safety and Wellbeing Policy			Yes ☐
Confined Space Entry Permit issued			Yes ☐ N/A ☐
Current Asbestos Management Plan and Division 5 Audit Report			Yes ☐ N/A ☐
Introduction to Asbestos Coordinator			Yes ☐ N/A ☐
Hazard and incident reporting process			Yes ☐ N/A ☐
Sign off	Name	Signature	Date
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the SWMS (where relevant).			
Contractor:			
I have provided the contractor(s) with the relevant department and site-specific information related to the works to be conducted.			
Principal/delegate:			