

S6 – Contractor Health & Safety Induction H&SCOC02

Name of contractor

Name of person delivering the induction

Client's site

Area on site where work will be undertaken

Date of induction Time of induction

1. Information gathering (please tick)

Has a contractor questionnaire been completed and returned to the client for review?	Yes	<input type="radio"/>	No	<input type="radio"/>
Has the contractor provided risk assessments and method statements relevant to the activities that will be undertaken?	Yes	<input type="radio"/>	No	<input type="radio"/>
Have these risk assessments and method statements been reviewed and explained to the client?	Yes	<input type="radio"/>	No	<input type="radio"/>
Are all personnel in receipt of the risk assessments and method statements and have they indicated that they understand their instruction?	Yes	<input type="radio"/>	No	<input type="radio"/>
Have any permits to work been issued and are the requirements understood by the contractor?	Yes	<input type="radio"/>	No	<input type="radio"/>

2. Contractor documents

Ensure the following documents have been provided by the contractor (please tick)

Health and safety policy	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Health and safety structure	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Public liability insurance	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Employer's liability insurance	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Indemnity insurance	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
COSHH assessments including MSDS	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Manual handling assessments	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Site inspection templates/regime	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Plant & equipment inspection template	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Lifting equipment certificates	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>
Electrical appliance certificates/register	Received	<input type="radio"/>	Not received	<input type="radio"/>	N/A	<input type="radio"/>



3. Induction record

Site induction must be delivered to all contractors by a competent appointed person prior to work starting.
(please tick)

Induction topic – all contractors

Aims and objectives of induction	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Communication and co-operation	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Contractor rules	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Health and safety policy	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>

For non-safety passport holders

Isolation and lock off	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Risk assessment and safe systems of work	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Cranes and lifting equipment	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Permit to work	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
COSHH assessments	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Manual handling assessments	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Personal protective equipment	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Confined spaces	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Working at height	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Fire precautions	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Emergency procedures	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Accident/Incident reporting	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Housekeeping	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Lone working	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Traffic/Pedestrian control	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>

Site specific topics

Signing in/out procedures	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Site health and safety structure	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Site isolation and lock off procedure	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Noise, dust and asbestos	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Site plans	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Welfare facilities	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Waste disposal facilities	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Shotfiring rules	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>
Geotechnical procedures	Issued/explained	<input type="radio"/>	N/A	<input type="radio"/>



4. Confirmation

The information that I have received/explained during this induction is fully understood by all contractors listed below.

Contractor employee	Signature	Date
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.....
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Client name	Signature	Date
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5. Review date

Scheduled review date

