



Appendix 5 – Diocese Contractor On-site Induction Record Template

Catholic Diocese authorised person to complete with contractor before work commences

Work location	
Date of Induction	
Authorised Person	
Contractor Details: Full Name: Company / Organisation: Phone Number: Email Address: Emergency Contact: Emergency Contact Phone:	
Contractor On-Site Induction Checklist	The Following topics have been discussed and explained (authorised person to tick those that were discussed and explained)
	Site Overview
	Scope of works to be performed
	Consultation and reporting processes
	Workplace policies and procedures relevant to their work
	Safeguarding Code of Conduct
	Hazard and incident reporting procedures – including notifiable incidents
	Risk management process – Job Safety Analysis
	Injury reporting requirements
	First aid arrangements – do you have your own first aid kit with you Yes No If no, authorised person is to advise the contractor where the Parish first aid kit is located
	Emergency procedures
	Emergency Exits and assembly points
Site Specific Risks and Hazards	Vehicle and traffic management for site (car parking etc)
	Slips, trips and falls
	Working alone requirements
	Hazardous substances - chemicals
	Asbestos – asbestos register
	Environmental hazards
	Public or parishioner interaction risks (such as prayer group meetings)
	Site specific risks and hazards explained
Personal Protective Equipment (PPE)	PPE Requirements explained Contractor has provided their own PPE Yes No
Systems and Procedures	OHS Policy Provided



Catholic Diocese of Ballarat's Contractor Safety Procedure

	Contractor Safety Procedure provided and explained
	Permit systems explained (if applicable)
	Security and access requirements
	Privacy and confidentiality requirements
Qualifications / Licences / Tickets Verified	Licence / Qualification Number: Expiry Date: Sighter: Yes No
	Copies Attached Yes No (please circle)
Additional Comments	
Contractor Declaration	I confirm that I have received the above induction understand my workplace health and safety responsibilities, and agree to follow all workplace policies, procedures, directions and the Diocese's safeguarding code of conduct. Person's Name: Signature:
Induction Conducted By:	Name: Position: Date: Signature: