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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | CONTRACTOR SAFETY SITE INDUCTION CHECKLIST**Contractor Safety Procedure** | WHS28 |
| For use by Contract Supervisors to induct contractors engaged for a defined period, ad hoc or single visit, prior to commencing work for the first time. |

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| **Workplace:** | **Campus:** | **Date:** |
| 1. **CONTRACT DETAILS**
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| **Contractor Company Name:** | **Contractor’s Representative Name:** |
| **UniSA Contract Supervisor Name:** | **WHS76 Safety Evaluation Checklist completed?**  **YES** [ ]  **NO** [ ]  (if no, ensure checklist is completed) **NA** [ ]  |
| **Description of contract work to be undertaken:**  |
| 1. **SAFETY INFORMATION FOR CONTRACTORS** (mark off when complete)
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| **Campus & Building Access: If Not Applicable, tick check box** [ ] [ ]  [Online contractor safety induction](https://i.unisa.edu.au/staff/facilities/contractors-and-consultants/contractor-induction/) has been completed[ ]  Is the contractors and sub-contractors required to report to FM Assist?[ ]  Is a contractor ID card or company identification required? If yes, it must be worn while on UniSA premises |
| **Security:** [ ]  Security notified that Contractor is on-site [ ]  Security have been notified when Contractor has left site  |
| **Emergency Evacuation Procedures:** [ ]  Campus emergency plans are explained (including evacuation exit paths, locations and alarm sounds)[ ]  Communicate the evacuation on alarm and to follow the instructions of the UniSA emergency personnel. |
| **Hazard/Incident Reporting Procedures:**[ ]  Contractors are requirement to report any hazards that cannot be easily rectified, incidents and/or injuries to the Contract Supervisor. |
| **Permit to Work: If Not Applicable, tick check box** [ ]  [ ]  Permit to Work (WHS27) must be approved by the Contract Supervisor or Campus Facilities Manager prior to undertaking hazardous work  |
| **High Risk Work License (HRWL): If Not Applicable, tick check box** [ ] **Name on License: HRWL Number:**  **Expiry:**  **Code(s):**[ ]  Work requiring a HRWL must be sighted and recorded before work commences. |
| **Noise: If Not Applicable, tick check box** [ ] [ ]  Advanced warning of planned noisy works exceeding 50dB must be communicated to FM Assist 72hrs (minimum) prior to works commencing. Wherever possible this work should be scheduled before 8.30am or after 5:30pm.  |
| **Restricted Access Areas: If Not Applicable, tick check box** [ ] [ ]  Is restricted access required? If yes, approval must be sought from FM Assist or Unit Technical Manager for Laboratory/workshops. |
| **Hazards:**[ ]  Communicate any known hazards associated with the work location and surrounding areas and the method of control. |
| **General Welfare & Facilities:**[ ]  Communicate the location of the closest amenities i.e. toilets, wash facilities, dining facilities. |
| **Vehicles:**[ ]  Inform of the parking requirements and speed limits in and around the campus. |
| 1. **SIGN OFF** (Provide a copy of completed checklist to the contractor and retain original with records for this service contract.
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| UniSA Contract Supervisor signature: | Contractor’s Representative (Inductee) signature: |