**Congregation / Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:**

* All contractors and their employees engaged by the Uniting Church location, are required to be aware of, and to comply with all local policies and procedures that are relevant to the work.
* After the induction, subsequent visits to the location by all contractors and/or their employees, requires them to report to the office, advise the church representative of their presence and proceed with the planned work as directed. For emergency purposes please also sign the Visitor/Contractor/Volunteer Sign on/off Register with each visitation.

**Church Representatives carry out the induction process, which includes:**

* Completing the attached checklist
* Obtaining copies of relevant licences that will apply to the person’s activities at this location e.g. electrical licence for an electrician
* Obtaining copies of relevant insurances ( only once per year per company)
* Checking equipment, documents and records pertaining to the person’s activities as required
* Maintain induction documentation in the designated church filing system (electronic filing if preferred)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor Details:** | | | | |
| **Name:** | **Company:** | | **ABN:** | **Ph No:** |
| **Emergency Contact Name & Phone Number:** | | | | |
| **Induction Date:** | | **Inducted By:** | | |
| **Location of Work & Activity:** | | | | |
| **Insurance Information:** *(If not already on file-Once only for the same company)* | |  | | |
| **Public Liability Insurance** | | **No:** **Expiry:** | | |
| **Workers Compensation Policy** *(required if person employs 1 +people)* | | **No:** **Expiry:** | | |
| **Professional Indemnity** *(if Applicable)* | | **No:** **Expiry:** | | |
| **Licences:** (*Where relevant e.g. electrical, white card for construction work, Blue Card, mobile equipment)* | | | | |
|  | | **No:** **Expiry:** | | |
|  | | **No:** **Expiry:** | | |
|  | | **No:** **Expiry:** | | |
| **Documents Provided for Work Activity:** | | **Details /Sighted** | | |
| Safe Work Method Statement (SWMS), safety procedure/plan | |  | | |
| Safety Data Sheet *(chemicals brought onto location)* | |  | | |
| Work Permits *(as required e.g. hot work, work at heights>2m)* | |  | | |
|  | |  | | |
| **General Location Information** | | | | |
| Location of:   * Amenities * First Aid Kit * Emergency exits, emergency equipment and evacuation assembly area | |  | | |
| **Specific Safety Information:** | | | | |
| Location/access to Asbestos Plan and Register – *(pre- start of work)* | |  | | |
| Hazard/Incident or Near Miss Reporting requirements – *(include key contact person)* | |  | | |
| Electrical – Current test/tag, no double adaptors or piggy back plugs | |  | | |
| Personal protective clothing and equipment *(as required by work tasks)* | |  | | |
| Emergency procedures *(include Warden & First Aid Attendant contacts)* | |  | | |
| Site specific hazards/risks *(advise how controlled)* | |  | | |
| Access and Security requirements | |  | | |
| **General Information**: | | | | |
| Privacy and Confidentiality | | Unacceptable behaviours include:   * Bullying & Harassment * Discrimination * No use non-prescription drugs or alcohol | | |
| Intellectual Property | |
|  | |
|  | |
| Contractor Signature :  Date: | | Inductor Signature:  Date: | | |

Place in Church filing System

Contractor Induction Checklist Draft