

Contractor / Subcontractor Site Induction Confirmation

Description of Project _____

Project No _____

Confirmation of Site Induction

This is to confirm that _____ (Contractor's Representative) from

_____ (Company name)

has completed the University of Auckland's Minor Works Health and Safety Site Induction on _____ (Date) and has understood the information.

The Company representative shall ensure all their subcontractors and employees under their control are informed of the same and that no person shall be permitted to work on the contract without being so informed

_____ (Signature)

Please check each induction item to indicate that you received information and understood it.

Site Induction

Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. You and all subcontractors/employees under your control have been advised of the hazards specific to the site and know what you must do to comply with the hazard controls.		
2. You and all subcontractors/employees under your control have the correct personal protective equipment for the job you are doing.		
3. You and all subcontractors/employees under your control understand the emergency procedures for the site.		
4. You and all subcontractors/employees under your control have the correct licenses, certificates, or have had training for the job you are doing. (Please put N/A if this is not applicable to you).		
5. You and all subcontractors/employees under your control have attended a Site Safe (or similar) course.		
6. You and all subcontractors/employees under your control have advised the UoA Project Manager of potential hazards or emergencies related to your work and have procedures to manage these.		
7. You and all subcontractors/employees under your control have attended the annual UoA Contractors Health and Safety Induction Session		
8. Is a hotworks permit or services isolation required for this project?		
9. You understand that you are responsible for your own safety and the safety of other subcontractors/employees under your control. (E.g. If you bring anyone on-site, ensure they are inducted onto the site)		

Comments

Note: Use the **Comments** area to note potential hazards / emergencies / isolations as appropriate, and to comment on supplier / contractor health and safety performance.