



CATHOLIC EDUCATION

WESTERN AUSTRALIA

Contractor Site Induction Checklist			
School or Office			
Contracting Business name:		Date:	
Name of CEWA Point of Contact		Contact no.	
Name of contractor doing work (others in section X)			
Contractor phone no.			
Worker(s) completed CEWA Contractor Induction:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Specific work location details: (such as room no.)			

1. Work to be Undertaken (brief description)

2. Work Area Orientation		
Asbestos Register has been checked for information about asbestos near their work area.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Advised of alarms and procedures for emergency evacuation and location of assembly area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Shown location of emergency exits, fire extinguishers and portable firefighting equipment (evacuation diagram will suffice)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Advised that smoking or vaping is not permitted on or in any CEWA premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Work Health & Safety		
Sign in and out when arriving and departing CEWA sites	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any relevant Traffic Management conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Requirement to wear site issued identification badge while on site – and always have visible	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contractor has all required licences, training and documents (such as Safety Data Sheets for chemicals) for work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contractor has completed a risk assessment for the task (if not a CEWA risk assessment such a SHOOTS risk assessment may be used.		
Requirement to report any WHS incident or hazards to Point of Contact.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High risk works (see Section X) must have specific Safe Work Method Statement (SWMS). Work not to commence until this is produced (Contact WHS Team Coordinator for advice)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Commercial waste to be disposed of by contractor	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. CEWA Area Specific Hazard Information –Known hazards at CEWA that may affect the contractor and/or the work they will be conducting.

5. Conducting High-Risk Work requiring a full Risk Assessment – Contractor will know this.

Contractors must advise of any works (not minor nature. e.g. minimal preparation, short duration and minimal impact and supervision required, such as inspection and general servicing) involving the activities listed as follows:

- Service isolation (gas, electricity, water, fuel)
- Working at heights above 2 metres
- Work with removal of asbestos (must be licenced and authorised to remove asbestos)
- Excavation
- Confined space entry.
- In or adjacent to a road
- In an area with moving powered plant (such as lawnmowers, trucks)

6. Workers Inducted to the Work Area

Name	Signature	Date	Inducted by (Name)

7. Contractor acknowledgment of Induction

Contractor Worker's Signature: (I have clearly understood this Induction)		Date:	
CEWA Inductor Signature		Date:	

Copy to be provided to the Contractor for their records.

Completed form to be kept on file by the relevant school/office.