



Work Area Induction Checklist



CCT 28-Version 1.0- FMC -12th -January 2017

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|--|-----|---|----|
| Work/Project Reference: | | | |
| Business Name: | | Date: | |
| Worker(s) Name(s) : | | University person providing induction: | |
| Registered Flinders University Contractor. (see footnote) | Yes | | No |
| Worker(s) completed Flinders University Contractor Induction: | Yes | | No |
| Work Location Details: | | | |

1. Work To Be Undertaken (brief description)

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2. Work Area Orientation

| | Yes | N/A |
|---|-----|-----|
| Advised of alarms & procedures for emergency evacuation and location of assembly area. (FMC Emergency dial 33# internal telephone only) | | |
| Shown location of emergency exits, fire extinguishers and portable firefighting equipment. | | |
| Informed of restricted or hazardous areas. When accessing restricted or hazardous refer to entry signage as this stipulates requirements to access the space and appropriate contacts | | |
| Advised of FMC smoke-free policy and that smoking is not permitted within the hospital itself, or in the buildings, grounds or car parks surrounding the hospital | | |

3. Work Health & Safety

| | Yes | N/A |
|--|-----|-----|
| Advised of requirement to sign in and out when arriving and departing. | | |
| Advised on requirement to wear issued identification badge while on site – and have visible at all times | | |
| Advised that contractors must check the Flinders Medical Centre Asbestos Register for information about asbestos in the vicinity of their work area. Where asbestos is found or suspected on site, the Contractor must stop work immediately and notify ENVIRONMENTAL SERVICES (contact details next page) | | |
| Advised that Flinders University has in place a contractor monitoring system which includes documented random worker site safety inspections | | |
| Advised of Flinders University Incident reporting requirements and investigation procedures | | |
| Informed of FMC requirement for authorization of permit to work system for high risk work. (Detail next page) | | |
| FMC waste bins are not to be used for the disposal of builder's waste. Contractors are to arrange disposal of all waste or excavated material in an approved manner | | |
| Contractor has appropriate licenses, competencies and site specific safety documentation (JSA, SOP, SWMS) for the work to be undertaken | | |
| Contractor to ensure other workers are locally inducted. (sign off on next page) | | |

4. Area Specific Hazard Information (brief description)

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| Contractor Worker's signature: <i>(I have clearly understood this Induction)</i> | | Date | |
| University Inductor signature: | | Date | |

Note: A Registered Flinders University Contractor is one who has complied with the University's WHS and induction requirements – check the Registered Contractor database at the Contractor Safety Website [HERE](#) . If the Contractor is not registered or any question relating to the process of registering contractors can be directed to building.property@flinders.edu.au or telephone 8201 2181 before any work starts.

Copy to be provided to Contractor for their records

Completed form to be kept on file by the relevant Area.

| Important Contact Details | | | |
|-----------------------------------|------------------------------|------------------------|----------------------------|
| Faculty Safety & Facilities Unit: | 8204 3136 (internal-63136) | Environmental Services | 8204 4540 (internal-64540) |
| Flinders WHS Unit: | (08) 8201 3024 | Biomedical Engineering | 8204 4052 (internal-64052) |
| FMC Emergency | Internal phone only-dial 33# | Control Centre | 8204 4582 (internal-64582) |

| Additional Contact Details (add as required) | | |
|--|----------|--------|
| Name | Position | Number |
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| Work Permit System |
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| <p>Contractors must obtain a Permit to Work from the FMC Environmental Services for work involving the activities detailed as follows:</p> <ol style="list-style-type: none"> 1. Service isolation (gas, electricity, water, telephone, data etc) 2. Hot work 3. Work in confined spaces 4. Excavation and earthworks 5. Working at heights 6. Work with or removal of asbestos |
| <p>Workers must obtain from the FMC Environmental Services, permits to work PRIOR to work commencing.</p> <p>These permits must be fully completed and signed by both the contractor and the FMC Environmental Services.</p> <p>All permits must be returned to the Operations Reception at sign out.</p> |

| Workers inducted to work area | | | |
|--|-----------|------|--------------------|
| I/we: have clearly understood this local area induction. | | | |
| Name | Signature | Date | Inducted by (Name) |
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