



# Work Area Induction Checklist



CCT 28-Version 1.0-20<sup>th</sup> May 2016

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

## 1. Work To Be Undertaken (brief description)

--

## 2. Work Area Orientation

	Yes	N/A
Advised of alarms & procedures for emergency evacuation and location of assembly area		
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 University Fresh Air Policy and informed that smoking is not permitted except in designated smoking areas.		

## 3. Work Health & Safety

	Yes	N/A
Advised of requirement to sign in and out when arriving and departing.		
Advised on requirement to wear University issued identification badge while on site – and have visible at all times		
Advised that contractors must check the University's 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 the University Asbestos Officer (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 University requirement for authorization of permit to work system for high risk work. (Detail next page)		
University 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)

--

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

**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](mailto: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			
<b>B&amp;P Division:</b>	<b>(08) 8201 2181</b>	<b>B&amp;P WHS Manager:</b>	<b>(08) 8201 2714</b>
<b>Flinders WHS Unit:</b>	<b>(08) 8201 3024</b>	<b>Program Admin :</b>	<b>0414 190086</b>
<b>Mount Gambier Admin:</b>	<b>(08) 8726 3999</b>	<b>Asbestos Management Coordinator:</b>	<b>(08) 8201 3728 Mobile-0414 190 102</b>

Additional Contact Details (add as required)		
Name	Position	Number

Work Permit System
<p>Contractors must obtain a Permit to Work from the University for work involving the activities detailed as follows:</p> <ol style="list-style-type: none"> <li>1. Service isolation (gas, electricity, water, telephone, data etc)</li> <li>2. Hot work</li> <li>3. Work in confined spaces</li> <li>4. Excavation and earthworks</li> <li>5. Working at heights</li> <li>6. Work with or removal of asbestos</li> </ol>
<p>Workers must obtain from the University, permits to work PRIOR to work commencing.</p> <p>These permits must be fully completed and signed by both the contractor and the University.</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)

*Copy to be provided to Contractor for their records  
Completed form to be kept on file by the relevant Area.*