

 Flinders University	<h1 style="margin: 0;">Contractor Work Area Induction Checklist</h1>	 Flinders University
CCT 28-Version 1.3-26 th June 2025		

Work/Project Reference:			
Business Name:		Date:	
Main Worker Contact :		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)

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.		
Sighted the Sensitive Areas Register and 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 check in and out when arriving and departing University sites.		
Advised that contractors must check the University 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 Property, Facilities and Development on 8201 2733 during business hours. If no response, please contact Security 8201 2880.		
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.		
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, SWP, 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) or any relevant comments

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 list](#) to see if your suggested supplier is already registered with the University.
- If they are not registered, they will need to arrange or sponsor a [FAN](#) (Flinders Authentication Name) through AccessNow.

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

Important Contact Details			
Flinders University Contact No.		Flinders Security Bedford Park Campus:	(08) 8201 2880
Local contact No.		Flinders WHS Unit:	(08) 8201 3024
Other No.			

Additional Contact Details (add as required)		
Name	Position	Number

Work Permit System
<p>Contractors must obtain a permit to work or permission to proceed from the University 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. Any confined space entry 4. Excavation 5. Working at heights 6. Work with or removal of asbestos
<p>Workers must obtain from the University, permits to work PRIOR to work commencing.</p> <p>These permits must be fully completed in ServiceNow by both the contractor and the University.</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.