

## Contractors Induction Checklist

Dear Contractor

In accordance with Midland Hearts policy and procedure it is our responsibility to ensure the Health, Safety and Welfare of contractors and those who come into proximity of their work, i.e. staff, visitors and clients.

In order for us to fulfil the above requirement as well as legislative requirements, we require you to be inducted onto the premises of work. The duty manager on site will induct you on all the necessary information you must be aware of.

Please ensure that you fully understand the risks involved whilst on our premises, and sign the declaration, confirming you have been provided with all the relevant information.

In turn your responsibility is to ensure you notify the duty manager of any potential risks you pose while undertaking work on our premises. You also have a duty to provide us with any information in relation to any risks you leave behind and also identify any which were not mentioned to you in your induction.

If you are undertaking any high risk work, you must ensure you have provided us with method statements and risk assessments prior to undertaking such work on our premises.

These induction forms will be reviewed annually or when a new risk is identified or procedures are changed, and you will be asked to go through the induction process again at this stage.

**NB:** Where more than one contractor is being inducted on the same day and providing that they are from the same organisation, this form may be completed once for all individuals concerned, however a list of their names and signatures must be attached as evidence of the induction.

## A. General Details

Date of induction  Date of re-induction

## B. Induction Undertaken By

Full name

Job title

Scheme / office name

## C. Contractors Details

Company name

Nature of work undertaken

Full name of contractor

Job title

## D. Information/Instructions *(contractors must be aware of the areas below)*

### FIRE

Assembly point is:

Fire exits are situated:

If you discover a fire immediately operate the nearest break glass points, where safe to do so.

**DO NOT STOP TO TAKE BELONGINGS**

**DO NOT TAKE RISKS**

### FIRST AID

All accidents, incidents and near misses must be reported to the duty manager

The first aiders are situated in:

## E. Site Specific Hazards *(contractors must be aware of the areas below)*

Hazard	Hazard Present (Yes / No)	Risk Control Local arrangements explained to Contractor to control any risk
Fire (covered above)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous Substances (COSHH)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Violence and Aggression	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electricity (including Power Failure)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Legionella	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Contractors on Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Slips, Trips and Falls	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Needlesticks and Blood Borne Virus	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Working at Height	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Waste Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Asbestos	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other 1. <input data-bbox="194 1436 565 1528" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other 2. <input data-bbox="194 1535 565 1627" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other 3. <input data-bbox="194 1633 565 1726" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other 4. <input data-bbox="194 1732 565 1824" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other 5. <input data-bbox="194 1831 565 1923" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other 6. <input data-bbox="194 1929 565 2022" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## F. Potential Hazards by Contractor *(where relevant)*

Hazard	Hazard Present (Yes / No)	Explanation of Hazard
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## G. Declaration

I confirm that I have read, understood and will abide by the Contractors Induction Record. I will also ensure I disclose any new hazards introduced to the premises while undertaking work to the duty manager.

Contractors Signature		Full Name		Date	
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