

SITE SPECIFIC INDUCTION CHECKLIST



PROJECT NAME: _____ PROJECT No: _____ DATE: _____

PERKINS SITE MANAGER OR DELEGATE: _____

SECTION A – PERSONAL DETAILS		
FIRST NAME:	CONTACT No:	DATE OF BIRTH:
SURNAME:	JOB TITLE:	ALLERGIES/MEDICAL ALERTS: Y / N If Yes, please provide details:
COMPANY NAME:		
SUPERVISORS NAME & No:		

SECTION B - SUBCONTRACTOR ACKNOWLEDGEMENT	INITIAL
I have completed the Perkins Hammertech Online Induction (Provide your Unique Induction Number below)	
For Client Specific Induction/s place the Client name in the box circle Y / N/A	
If applicable above – I have completed any additional Client Online Inductions and relevant documents and understand the hazards / environmental impacts and controls related to the work I’m about to commence. circle Y / N/A	
If applicable for your site – Alcohol testing before work commencement is mandatory on this site. circle Y / N/A	
Are you a Young Worker? (Less than 2 years in construction industry or under the age of 18) circle Y / N	
Licenses, tickets, and certifications uploaded to Hammertech personal profile. All licenses, tickets & certifications must be uploaded prior to undertaking works where licenses, tickets or certifications are required	
Site Opening Hours (check with Site Manager)	
Sign in / Sign out daily on IPAD in Site Office.	
Carparking in designated “Contractor Parking” areas only.	
Mandatory PPE - Hard Hat, Hi-Vis Clothing & Steel Cap Boots. (Additional PPE as per task/site)	
Location of Site Emergency Muster Point, First Aid Kit, Fire Extinguishers, Hazard & Notice Boards and Spill Kits.	
Location of Lunchroom, Site Amenities, including drinking water.	
No Smoking, Vaping or E-cigarettes to be undertaken on site (Designated smoking area may be allocated - check with Site Manager)	
All Incidents, Accidents & Injuries on site must be reported without delay to your Supervisor and the Perkins Site Manager. Do not leave site without reporting.	
Housekeeping is your responsibility, work areas to be cleaned up daily & as necessary.	
All Electrical Equipment, Fall Arrest/Fall Restraint and Lifting Gear must be tagged for the current quarter and inspected prior to use. (Damaged/Untagged equipment will be removed from use)	
All Mobile Plant inducted to site must be compliant and in serviceable condition. circle Y / N (orange beacon, reverse beeper, in-date fire extinguisher)	
All Permits raised must be signed, and Permit Holder MUST remain on site to manage activities. All relevant Permits MUST be signed off at completion as stipulated by the Permit.	
Platform Ladders are the only ladders permitted for use on a Perkins Project unless otherwise authorised by the Site Manager. All A-Frame and step ladders require Site Manager sign off and MUST be documented in your SWMS .	
I have read and understood my company SWMS and signed off in Hammertech.	
I have read and understood the requirements associated with the use of hazardous substances or dangerous goods in accordance with current SDS and completed appropriate training as required.	
I am aware of and understand the application of the Perkins HSE Management Plan on Hammertech and that it can be viewed in hard copy on site. In addition, the Perkins Company Policies / Toolbox Talks (<i>displayed</i>) for referencing.	
Health and Safety legislation, Codes of Practice and Australian Standards relevant to the project are available to workers on site by contacting the Site Manager or their delegate.	

I acknowledge that I have been inducted, understand my duty of care responsibilities, understand, and accept all conditions of site entry (*as covered in site inductions*) and all information provided by myself is true and correct.

NAME	UNIQUE INDUCTION NUMBER	SIGNATURE	DATE

SECTION C – APPROVED BY PERKINS SITE MANAGER / HSE OFFICER			
NAME	JOB TITLE	SIGNATURE	DATE