



CONSTRUCTION CONTRACTOR INDUCTION CHECKLIST

This checklist can be used by a UTS Project Manager or Supervisor before commencement of work to help induct their contractors where a principal contractor has NOT been appointed. A principal contractor must be engaged for construction work with costs exceeding \$250,000, or "high-risk construction work" (defined by OHS Regulation).

Contractor Name	
UTS Contract Supervisor / Project Manager	
Name of person(s) completing the induction	

Safety Induction Training	Yes	N/A
Contractor has undergone General OHS Induction Training (White Card).		
Contractor has undergone UTS-wide Construction Worker Site Induction (available online at www.elearn.com.au/uts Username: uts Password: safety).		
Site Specific Induction run by UTS Project Manager/Supervisor to orient in site boundaries, presence of asbestos and other hazmats, site contamination and location of services. Building manager consulted and involved in this induction.		
Before entry to laboratories and workshops, contact the Facility Manager to organise local induction of contractors into the technical hazards within facility. See Hazard Poster on facility door for Facility Manager name and contact details.		
Contractor has licence for asbestos removal work, as per Clause 317 of OHS Regulation 2001.		
Insurances	Yes	N/A
Proof of workers' compensation - certificate of currency received.		
Proof of public liability insurance no less than \$20 million - certificate of currency received.		
Work permits and restrictions	Yes	N/A
Project Manager notified Security of contractor's activities, location and duration of work.		
Access restrictions to worksite provided to contractor.		
Noise restrictions provided.		
Site barricades, fences and hoarding control requirements explained.		
Permit to work systems e.g. hot work, confined spaces explained.		
Emergencies	Yes	N/A
Emergency evacuation posters and exits shown.		
Location of fire extinguishers shown.		
Safety Risk Management	Yes	N/A
Risk assess and manage possible EHS impacts of project on the University staff and environment (e.g. noise, dust, odours, vibration and movement of materials to and from site).		
UTS stakeholders made aware of possible impacts from the project.		
Risk assessments for hazardous activities documented by contractor. For example: use of hazardous substances, work in confined spaces, work generating noise. (You can view a sample of contractor's risk assessments for assurance).		
Check SWMS available for activities assessed as having safety risks. (You can view a sample of contractor's SWMS for assurance.)		
Check that contractor has system in place to ensure contractor and their subbies portable electrical equipment is inspected, tested and tagged. (You can do a quick visual inspection of electrical items for assurance).		

Sign once induction completed

Name of UTS Contract Supervisor / Project Manager

Signature

Date

Name of Contractors Site Representative

Signature

Date