

# Contractor Site Induction Checklist

By Checklister

- ☐ **Confirm the contractor and approved visit**  
Keep identity and competence documents in their approved restricted system.
- ☐ **Verify the contractor's approved record**  
Identify the actual contractor or worker. Add the approved worker/engagement reference where one exists; keep detailed identity documents in the authorized system.
- ☐ **Confirm the company, role and permitted work scope**  
Identify the actual trade, location and visit type. An escorted visitor and an unescorted contractor require different arrangements.
- ☐ **Identify the site and permitted work area**  
Record the actual site and locations the contractor may enter for this visit. Match them to the sponsor's approved scope.
- ☐ **Confirm the visit and supervision arrangement**  
Select the actual arrangement approved for this contractor. Record any named escort and restrictions in task notes.
- ☐ **Confirm the site sponsor**  
If a separate sponsor arranged this visit, record their name or reference. Leave blank when the identified inductor or receiving supervisor is also the sponsor.
- ☐ **Identify the authorized inductor**  
Choose the person delivering this site-specific briefing.
- ☐ **Record the induction time**  
Enter the actual session date and time.
- ☐ **Verify prerequisites and explain the site**  
The site authority supplies requirements, current hazards and permitted access.
- ☐ **Check the records required for the actual work**  
Have the designated authority check any competence, equipment or work records the site requires for this role. Record the actual outcome. Supporting references are optional here when already held in the approved system.
- ☐ **Record the prerequisite review evidence**  
Add references to the approved competence/work/equipment checks or verifier where useful. The prerequisite outcome is recorded above; do not duplicate detailed records already held in their authorized system.
- ☐ **Record the controlling site information**  
Add the current site-rule or briefing-pack reference/revision when one is used. The inductor must still use current approved site information; no separate reference is needed solely to complete this field.
- ☐ **Show the reporting point and relevant welfare facilities**  
Show or explain the authorized reporting point, route and relevant welfare facilities for this role. Add an access restriction or clarification if needed; no written tour narrative is required.
- ☐ **Explain signing in, leaving and returning to the site**  
Show the actual reporting/sign-in process, who to notify when leaving and what applies on return. Note any gap; this is a site-specific walkthrough.
- ☐ **Explain emergency actions and the relevant routes**  
Explain the actual alarm/reporting action and route to the site-designated safe location. Add a relevant clarification if needed; the contractor's actual understanding is captured separately.
- ☐ **Explain the task-specific protective-equipment rules**  
Use the site-approved requirements for this role and area. Show where to obtain the required equipment or assistance; do not choose equipment or certify fit from this generic checklist.
- ☐ **Explain the permit and stop-work route**  
Identify who issues the applicable work authorization and who to contact if conditions change or the task exceeds the approved scope. Use the site procedure; induction is not a work permit.
- ☐ **Explain current work interfaces and restricted areas**  
Qualified site staff explain the relevant work interfaces, shared access and exclusions. Record additional restrictions beyond the permitted scope above when present; leave blank when there are no extra restrictions.

☐ **Check understanding and record the site decision**

A signature or completed checklist cannot resolve a missing prerequisite.

☐ **Ask the contractor to explain how to report a problem**

Ask how the contractor would report a problem to the actual site contact. Record an incorrect response or clarification when needed; a satisfactory routine response need not be transcribed.

☐ **Ask the contractor to describe the emergency response**

Ask how they would raise the alarm and reach the site-designated safe location for this work area. Record the actual response and any clarification before affected access/work proceeds.

☐ **Check who may authorize the contractor's work**

Ask who authorizes the contractor's work or a change in their permitted route/scope. For an escorted visit, ask who they must contact before leaving the agreed arrangement. Record the actual response and any unresolved gap.

☐ **Assign unresolved induction gaps**

If a gap remains, record the affected work/access, accepted owner and next action, and create an open corrective task. Leave blank when no gaps remain; affected work stays held under the site process.

☐ **Identify the receiving supervisor**

Identify a separate supervisor when the contractor is being handed over to someone other than the inductor/sponsor. Leave blank when the receiving role is already clear from this record.

☐ **Record the designated site authority's access decision**

Select the actual designated authority's access decision. Name the decision maker in the next answer. This records a decision; it does not itself grant access or establish competence.

☐ **Record the site decision authority and evidence**

Name the actual authorized decision maker. Add a supporting approval record if one exists; the site/area, permitted scope and visit arrangement are already captured above.

☐ **Record when induction must be refreshed**

Record a known expiry, refresh date or scope/change trigger when specified by the site. Use the task due date for a known review date; do not invent an interval or enter a placeholder when none is specified.