



Facility Management Victoria Pty Ltd
Contractor Induction Form

Name of Contractor: _____

Date: _____

Time: _____

Item	Tick when Completed
Letter of engagement	
Site Induction completed	
Introduction to the management team and other relevant personnel	
Security cards and keys for access	
Verification of the ability to operate equipment	
Discuss work conditions (ie. correct use of lifts)	
Discuss work schedules	
Time recording system	
Discuss general and specific Occupational Health and Safety (OH&S) requirements: OHS obligations OHS policy First aid arrangements Accident/incident reporting Emergency evacuation Risk Assessment	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Names of staff and position descriptions provided	
Copies of relevant certificates, registration and licenses have been provided by the contractor (<i>Please attach all certificates</i>)	
Client expectations	
Main contact names	

Company representative: Signed: _____

Date: _____

Contractor: Signed: _____

Date: _____