

AQNP INDUCTION FORM

This form is to be completed by inductee as a record of their site induction training. Please fill in this form after internet based full induction.

Project / Site (as applicable):	
Name:	Phone No.:
Address:	
General safety induction card no.:	Site induction no.:
Date of Birth:	Known allergies:
Role:	Any Trade or occupation:
Emergency contact:	Relationship to worker:
Emergency contact details: (H)	(W) (M)
Licences, Certificates, etc. held:	

The following section is to be provided in conjunction with any general safety instructions, safe work instructions, project or site-specific safety rules, induction guide, and relevant Safe Work Method Statements.

* Please initial in column under "Yes" or "No" as each topic is completed.

	TOPIC	Yes	No
1.	Have you worked on a construction/industrial site before?		
2.	I have been advised who the constructor's site safety personnel are on this project, and I am aware that I must contact this person(s) should I observe a dangerous incident or defective plant or equipment.		
3.	I am aware of my obligations under the relevant section of WHS legislation.		
4.	I am aware of the constructor's safety breach and consultation procedures, including provisions for immediate dismissal or removal from the site. I am aware that failure to comply with a directive given for the health and safety of myself or others by a constructor's representative may result in the issue of a safety breach.		
5.	I am aware that threats or abuse of any other person on the site will not be tolerated.		
6.	Do you have any disabilities or physical condition that may restrict your work in any way (such as old injuries, etc)? Please advise here:		
7.	I am aware that I must report any extenuating circumstances related to my health or well-being to my supervisor on my arrival to the site and/or during my work shift.		
8.	I have been inducted into my company's safe systems of work, including relevant SWMS for the specific work being undertaken and the site-specific safety plan where applicable.		
9.	I am aware that I must only undertake to carry out work as prescribed by my employer, and will not undertake any work activities (including working at heights, or in confined spaces), or use any plant (including PPE), equipment, or hazardous materials that I Have not been authorised, trained, or deemed competent to do so.		
10.	I am aware of the mandatory PPE requirements for this site, and that failure to comply with PPE requirements may result in a safety breach being issued.		
11.	I am aware that I must report all incidents injuries and near misses (no matter how minor) to my supervisor or to site safety personnel immediately upon becoming		

	aware of them, and that failing to do so may result in non-acceptance of a claim or a safety breach being issued.		
12.	I have been advised of emergency procedures relating to this site, the location of emergency evacuation and assembly points, emergency personnel including First Aid attendants, location of the nearest off-site medical centre, and the location of fire fighting equipment, and have been instructed in the correct and safe use of the equipment.		
13.	I have been advised of the site layout including vehicle traffic routes, pedestrian walkways, restricted areas, exclusion zones, and the locations of amenities, safety notice board, First Aid facility, and emergency assembly area. First Aid is located: _____ First aid personnel are: _____		
14.	I am aware that I must attend toolbox talks and training associated with my trade or area of work.		
15.	I am aware that this site has a site safety committee, and my H&S representative is: _____		
16.	I have been trained in the correct manual handling techniques (including team lifting) relevant to my work.		
17.	I have been advised that only certified persons are authorised to undertake work on any electrical leads, equipment, cabling, tools, lighting or plant, and if unsure, to treat all electrical cabling as "live".		
18.	I am aware that the constructor has procedures and permits in place in relation to in-situ services on this project, and that I must adhere to these procedures and permits.		
19.	I have been advised that only a licensed scaffolder is to construct, alter or dismantle scaffolds, and that scaffolds must not be altered or interfered with except by authorised persons.		
20.	I have received a copy of and understand the requirements set out in the constructor's general safety instruction handbook.		

I agree to abide by all site requirements stipulated by the constructor and to comply with my obligations under WHS legislation in the interest of the health and safety of myself, fellow workers, visitors to the site, and the general public.

Employee _____ / /

- Evidence of General Construction Induction, Licenses, Certificates of Competency, and other relevant documents with expiry dates are required, and photocopies attached. Y / N
(Note: no entry to site allowed until these provided).
- AQNP representative who carried out induction: _____

INDUCTION HAS BEEN COMPLETED

SIGNED:

Employee: _____ / /

Supervisor: _____ / /