

## Contractor Responsibilities Procedure

<b><u>Contractor</u> Induction Checklist</b>	
Name of contractor/service personnel	
Company	
Inducting officer – (representative of Aberfoyle Community Centre)	
Induction date	

**Please note:** This Induction Checklist is to be completed for **each** contractor who is undertaking work within the Aberfoyle Community Centre Inc.

<b>Work Health &amp; Safety Issues</b>	✓
Where, when and how to enter/exit the building	<input type="checkbox"/>
Smoking is not permitted in any Council building (refer to site designated areas for smoking)	<input type="checkbox"/>
The taking of drugs or alcohol that may affect the safety of self or others is prohibited	<input type="checkbox"/>
Reinforce the need for the contractor to be responsible for his/her own health & safety and to not endanger the health and safety of others	<input type="checkbox"/>
Explain process for reporting accidents/incidents if injured	<input type="checkbox"/>
Location of the first aid services	<input type="checkbox"/>
Explain what to do if the fire alarm is activated including location of fire exits and fire-fighting equipment	<input type="checkbox"/>
Electrical tools used by contractor must have been tested and tagged, check tags are in date	<input type="checkbox"/>
Show the contractor where to locate the “essential” amenities, such as the toilets, alfresco area for refreshments	<input type="checkbox"/>
List any known hazardous material that you are bringing into the Centre	<input type="checkbox"/>

**Responsibilities of all Contractors Working on Premises**

1. Report to office when arriving and departing. Sign in and out, in the Visitors/Contractors Sign In Book.
2. Fully observe the Centre's Health and Safety Policy and ensure that they take all due care. The contractor is responsible for his/her own health & safety.
3. Report any safety hazard within the immediate work area or malfunction of any machinery, plant or equipment to Centre office staff.
4. Conform to all written or verbal instructions given by Management to ensure their personal safety and safety of others.
5. Be sensible and safely dressed for the particular work activity, taking into account the nature of the work to be performed.
6. Conduct themselves in an orderly manner and refrain from any form of horseplay.
7. Use all safety equipment and protective clothing as directed. All equipment used must comply with safety standards.
8. Avoid any improvisation of any plant, tool or equipment, which could create a risk to their personal safety and to the safety of staff and members of the general public.
9. Ensure that all tools and equipment are properly maintained and in good condition (has been tagged and tested).
10. Report all accidents and near miss incidents (whether injury is sustained or not) to the Centre Community Development Officer.
11. Not attempt to lift, carry or move any article which, due to its size or weight, would be likely to cause injury, but should seek assistance.
12. When appropriate, be aware of the location of fire equipment and know what action to take in the event of the outbreak of fire.
13. Ensure that all mobile plant is maintained in the correct manner that all safety features are operative and is not operated without an appropriate license. Under no circumstances is mobile plant to be used in unsafe conditions or situations.
14. No hazardous chemical is to be bought onto the organisation's site without provision of the Material Safety Data Sheet provided by the supplier.

**Contractor's Agreement**

**Contractor to complete:**

I hereby submit a copy of –

- current Certificate of Registration of a Business Name
- licences for my trade, eg Electrical, Plumbing

if I haven't been referred to the Centre by the Onkaparinga Council

I confirm that current and appropriate insurance cover is in place and valid.

I certify that I have read and understood the 'Responsibilities of all Contractors Working on Premises'.

I confirm that I have been inducted by a representative of the Aberfoyle Community Centre Inc. for the 'Contractors Induction Checklist'.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Emergency Contact:

- Name & phone number: \_\_\_\_\_

**Person inducting the contractor - to complete:**

I certify that the induction has been completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

**This induction is valid until the end of the current calendar year 31 Dec \_\_\_\_\_.**