

CONTRACTOR HEALTH AND SAFETY INDUCTION CHECK LIST

Section	Health and Safety
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Last Review	August 2014
Next Review	December 2017
Approval	University Health and Safety Manager

Guideline :

Induction of contractors to the campus will vary according to the nature of the work to be performed and the areas in which they will be working. University Staff inducting contractors may vary the areas to be covered where applicable; however these changes must be noted on this induction checklist accordingly. Sections not relevant may be marked with 'N/A'.

A copy of this induction is to be provided to the Contractor either at the time of induction, or via e-mail within 24 hours of the induction.

An alternative to the check list below is to use a contractors handbook (provided it cover the same information needs) that is retained by the inductee for daily reference.

This check list may be superseded by web based induction.

CONTRACTOR DETAILS

Name of Contractor/Company:	
Contractor/Representative:	Ph:
Email Address:	
Contract Details:	

INDUCTION DETAILS

Date:	Site to be Inducted:	
Information to be covered:	Explained	Comments
1. Massey University Health & Safety Policy Copy to be provided, highlighting applicable sections.	%oYES	

2. Site Sp

3.3 Keys & swipe cards	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
4. Area Access		

4.1 General Areas

Keys to access buildings, plant rooms, switchboards can be obtained from the Facilities Department.

<p>6. Notifiable Work The contractor is responsible for reporting any notifiable work to the Department of Labour, giving a minimum of 24 hours notice before the commencement of such work is intended. The contractor shall provide a copy of the notification to Facilities Management prior to the commencement of such work.</p>		
<p>6.1 Asbestos removal The Contractor must fully comply with Department of Labour guidelines, relevant legislation & Standards when undertaking the removal of Asbestos.</p>	<p>%dYES %dN/A</p>	
<p>6.2 Excavations The Contractor is to ensure that the position of all underground services including power cables, telephone, computer cables, water, natural gas and drainage systems are identified before excavation commences. The University can provide underground service drawings but cannot guarantee their accuracy.</p>	<p>%dYES %dN/A</p>	

6.3 Working at heights
Contractors are expected to take all practicable steps to



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IDENTIFIED CAMPUS / SITE SPECIFIC HAZARDS

Asbestos

The Contractor shall advise the University of any material suspected of containing asbestos, for inspection and appropriate action. Should any asbestos be discovered during the course of work the Contractor will advise Facilities Management.

An Asbestos Register is available to the Contractor but may not list all asbestos on Campus. The Contractor is to take all necessary precautions with any material suspected of containing asbestos.

Asbestos information (where available) that is directly related to the area(s) the Contractor is working is to be provided to the Contractor prior to commencing work.

Other Contractors/Works Onsite

(Where directly applicable, provide Contractor with details of other work being undertaken and/or contractors on site in the areas they will be working)

(Other campus specific examples may include:)

Animals (likely to be for Turitea Campus only)

Athletics track lighting access (likely to be for Turitea Campus only)

Tunnel System (for Turitea Campus only)

Any Contractors required to access the University’s tunnel system must record their presence on the Tunnel Safety Board located at the Facilities Management Help Desk. If Contractors are required to work in the tunnel system outside normal working hours Security must be advised of all staff entering and leaving the tunnel system.

All contractors must provide their staff training in confined space entry and proof of qualification provided.

Copy of “Tunnel Hazard Sheet” to be provided where applicable.

Contractor _____ (Signature)

Inducted by: _____ (Signature)

Audience :

Every staff member who engages contractors

Related procedures / documents :

ACC Workplace Safety Management Practices Standards
Campus Regional Facilities Contractor Hand books, Agreements, or Procedures
Post Completion Review Process
Site Safe Protocol Heads of Agreement
Procedures for Selection, Induction and Monitoring of Health and Safety during contracts

Document Management Control:

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