



School of Chemistry LOCAL AREA OHS INDUCTION CONTRACTOR INDUCTION CHECKLIST

Contractor inductee details	
Name:	
Company/organisation:	
Scope of engagement:	
Monash person responsible:	
Location / Start date	
<ul style="list-style-type: none"> This induction checklist is to be completed by all contractors engaged by School of Chemistry staff upon entering a local area to undertake work. The Monash person responsible must oversee the work, including lock out procedures (if required) and final handover of equipment upon completion. 	
A. Emergency preparedness	
Has the local emergency procedure been covered (e.g. '333' emergency procedure booklet) including calling for emergency services?	Yes <input type="checkbox"/>
Has the inductee been made aware of the following	
<ul style="list-style-type: none"> <input type="radio"/> Emergency evacuation route and assembly point 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> <input type="radio"/> Fire extinguisher, fire blankets, etc. 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> <input type="radio"/> Break glass alarms 	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
B. Work in higher risk areas	
Is the inductee required to access a work area that has additional safety hazards eg Radiation, Magnetic Fields, Lasers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please specify	
C. Sign Off	
I understand that by checking this box, I agree to observe all Monash University OHS requirements and that the Monash Person Responsible will oversight the work.	Yes <input type="checkbox"/>
Signature of Inductee:	Date:
Signature of Monash Person Responsible:	Date:

This form must be kept as a local record that the above has been inducted.