

# QCU Site Induction Form

Name \_\_\_\_\_

Site \_\_\_\_\_

Contractors Business \_\_\_\_\_

Date of Induction \_\_\_\_\_

Person Conducting Induction \_\_\_\_\_

	Task	Yes	No	N/A
1.	Introduction			
2.	Site Tour			
3.	Emergency Procedures <ul style="list-style-type: none"> <li>• Discuss evacuation procedures</li> <li>• Show evacuation route and assembly point</li> <li>• Advise no alarm system in building</li> <li>• Advise to follow Fire Wardens directions</li> </ul>			
4.	First Aid <ul style="list-style-type: none"> <li>• Show position of First Aid facilities</li> <li>• Advise who the First Aiders are</li> </ul>			
5.	Advise location of amenities			
6.	Explain procedures for reporting incidents, injuries and hazards			
7.	Explain site security procedures			
8.	Contractors Business Registration, Public Liability Insurance details supplied			

This Information has been provided to me

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Name and signature of Contractor

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Name and signature of Witness