



# Sub-Contractor Induction Assessment

Sub-Contractor Name: \_\_\_\_\_

Date: / /

Sub-Contractor Signature: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN  
VIA FAX TO (07) 4955 4845 OR SCAN AND EMAIL TO [lauren.goodwin@nepean.com](mailto:lauren.goodwin@nepean.com)**

## Question 1

### True or false:

Employees and sub-contractors will not attend work if they are affected by the consumption of drugs and alcohol

Answer: \_\_\_\_\_

## Question 2

### True or false:

NEPEAN Conveyors reserves the right to conduct random Drug & Alcohol tests at any time that sees fit to the company.

Answer: \_\_\_\_\_

## Question 3

### True or false:

Smoking is allowed in some NEPEAN Conveyors offices and vehicles.

Answer: \_\_\_\_\_

## Question 4

### True or false:

All equipment bought to NEPEAN Conveyors must be tested and tagged?

Answer: \_\_\_\_\_

## Question 5

### True or false:

Hazardous substances bought to NEPEAN Conveyors don't need to be accompanied by an SDS (Safety Data Sheet)

Answer: \_\_\_\_\_

**Question 6**

When must you wear safety glasses?

Answer: \_\_\_\_\_

**Question 7**

**True or false:**

Footwear featuring steel caps must be worn by all employees and sub-contractors who need to enter the workshop or "Laydown" Yard

Answer: \_\_\_\_\_

**Question 8**

**True or false:**

You must ensure that there is no danger to yourself or bystanders before approaching the accident scene.

Answer: \_\_\_\_\_

**Question 9**

Where is the first aid box located?

Answer: \_\_\_\_\_

**Question 10**

What Street is the evacuation assembly point in?

Answer: \_\_\_\_\_

Assessor's name: \_\_\_\_\_

Assessor's Signature: \_\_\_\_\_

Date: / /

Pass

Fail

\_\_\_ / 10

## *Contractor* **INDUCTION CHECKLIST**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Service Providing:: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

- |  |               |                                       |
|--|---------------|---------------------------------------|
| <p>1. Attended NEPEAN Conveyors Sub Contractor Induction</p>   | <p>REV: 0</p> | <p><input type="checkbox"/></p> <hr/> |
| <p>2. Who you Report to on Site</p>  |               | <hr/>                                 |
| <p>3. Is there any electrical equipment being brought on Site?<br/>If so, is the equipment tested and tagged?</p>        |               | <hr/>                                 |
| <p>4. Are any Hazardous Substances being brought on site?<br/>If so, has a copy of the SDS been sighted or provided?</p> |               | <hr/>                                 |
| <p>5. Have Risk Assessment's and SOP's been completed before commencing work?</p>  |               | <hr/>                                 |
| <p>6. SDS Sheets &amp; First Aid Box Shown</p>   |               | <p><input type="checkbox"/></p> <hr/> |
| <p>7. Trade Papers, Tickets etc</p>  |               | <hr/>                                 |
| <p>8. Site Pass Issued?</p>  |               | <p><input type="checkbox"/></p> <hr/> |

Inducted By: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### DECLARATION

**I have undertaken the Site induction and had the Site Rules explained to me,  
I understand fully and will comply with them.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_