

# CONTRACTOR INDUCTION ACKNOWLEDGEMENT FORM



## PERSONAL DETAILS

<b>Company Name:</b>	
<b>Project Name:</b>	
<b>Email Address:</b>	
<b>Company Address:</b>	

## RESPONSIBILITIES

I acknowledge my responsibilities under Work Health and Safety legislation and understand while undertaking work for Mareeba Shire Council I have the following obligations for Work Health and Safety (WHS):

Obligations	Accept
Take reasonable care of their own health and safety and ensure their actions do not adversely affect the health and safety of others	<input type="checkbox"/>
Comply with and follow all reasonable instructions for WHS given by Mareeba Shire Council and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions	<input type="checkbox"/>
To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS	<input type="checkbox"/>
Fully implement WHS requirements stipulated by the contract agreement and inform the designated Mareeba Shire Council manager or representative should this become unfeasible	<input type="checkbox"/>
Demonstrate an acceptable level of WHS performance and carry out work in compliance with relevant WHS legislation and Mareeba Shire Council WHS requirements	<input type="checkbox"/>
Where other contractors are used or work is sub-contracted, ensure the right person is employed for each job, considering the type of work to be performed, the licences, certificates and qualifications required and that the person is inducted into the site with WHS requirements and the WHS management plan if applicable	<input type="checkbox"/>
Conduct risk assessments where appropriate and/or if requested by Mareeba Shire Council and assist in the identification of control measures to eliminate or minimise the risk of injury	<input type="checkbox"/>
Provide WHS documentation for the work to be completed as requested	<input type="checkbox"/>
Participate in meetings, induction, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required	<input type="checkbox"/>
Ensure equipment for work is fit for use, has been tested, maintained, is safe to use and used correctly and that guards and safety controls are operating and in place at all times	<input type="checkbox"/>
Ensure that all contractors (and sub-contractors) personnel are provided with, use and maintain personal protective equipment (PPE) suitable to the work	<input type="checkbox"/>
Ensure safety data sheets are available for hazardous chemicals used for work, complied with, and notify Mareeba Shire Council prior to introducing such materials to the workplace	<input type="checkbox"/>

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Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders	<input type="checkbox"/>
Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to the appropriate manager or Mareeba Shire Council representative	<input type="checkbox"/>
Report any incident (including near misses) or hazards to the appropriate manager or Mareeba Shire Council representative as soon as they become aware of them (whether or not someone was injured)	<input type="checkbox"/>
STOP WORK if it not safe to continue and report concerns to their manager or supervisor	<input type="checkbox"/>
Assist in maintaining a high level of housekeeping, cleanliness, and tidiness	<input type="checkbox"/>
Undertake tasks as required to enable continuous improvement for WHS management	<input type="checkbox"/>
Understand they will be subject to Council's Drug and Alcohol Testing Policy and that they will be required to undertake testing upon request.	<input type="checkbox"/>
Ensure (where relevant), environmental controls are in place to minimise impacts on the environment in accordance with the Environmental Protection Act and other relevant Legislations and Regulations.	<input type="checkbox"/>
Ensure reasonable steps are taken to remain protected against vaccine-preventable diseases.	<input type="checkbox"/>

## DECLARATION

By signing this form, I acknowledge that I have completed the Mareeba Shire Council Work Health & Safety Induction and understand my responsibilities under the Queensland Work Health and Safety Act 2011. I agree to comply with all relevant WHS legislation, Council policies, procedures, and site-specific requirements. I accept that as a contractor and a Person Conducting a Business or Undertaking (PCBU), I share duties with Council to ensure the health and safety of all workers and others affected by my activities. I commit to maintaining safe work practices, reporting hazards and incidents promptly, and upholding the standards of behaviour expected when working with Council.

<b>Signed:</b>	
<b>Full Name:</b>	
<b>Date:</b>	