



Queensland Country Contractor Services Contractor Site Specific Induction

In Work Health and Safety (WH&S) Legislation, Queensland Country Credit Union Limited has a responsibility for managing contractors who work for us. Contractors have the same responsibility that we have; that is to ensure that they adopt safe work practices in line with the legislation and don't undertake any work task in a manner that could increase the risks of harm to themselves, other contractors, Queensland Country Staff, Members and Visitors.

PART A			
Building or Branch		Date	/ / 20
Company		Contact Number	
Contract Name		Signature	
Service or Task			

PART B <i>Queensland Country Staff to complete</i>	Yes	No
I have signed the on site Visitors Book and received a visitor badge – Visitor badge to be returned when leaving	<input type="checkbox"/>	<input type="checkbox"/>
I have completed a Queensland Country site specific induction within the last six (6) months (go to Part C if you answer "YES")	<input type="checkbox"/>	<input type="checkbox"/>
Queensland Country branch staff have provided the following Emergency Evacuation instructions : -	<input type="checkbox"/>	<input type="checkbox"/>
I. What to do in the event of an emergency evacuation	<input type="checkbox"/>	<input type="checkbox"/>
II. Location of fire extinguishers, fire hoses etc.	<input type="checkbox"/>	<input type="checkbox"/>
III. Location of the building emergency evacuation point	<input type="checkbox"/>	<input type="checkbox"/>
IV. Requirement to attend the evacuation point in the event of an emergency evacuation	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that whilst on site, I must report all Incidents or Hazards to Queensland Country Property Department	<input type="checkbox"/>	<input type="checkbox"/>
I agree to comply with Queensland Country Safe work instructions and any direction given by Queensland Country staff in relation to safety.	<input type="checkbox"/>	<input type="checkbox"/>

PART C <i>Trades to complete</i>			
What category of Risk does my work pose? (please identify)			
Risk	Work	Hazard	Tick
High	Builders, Electricians, Air Conditioning Service Personnel, Painters, Steel Fabricators	Electrocution, .Work at Heights > 2.0 meters, Work on or above public areas, Work on plant (Air Conditioning), Operate electrical equipment, use Chemicals, Manual handling task , Preform hot work& Operate air tools	<input type="checkbox"/>
Medium	Glaziers, Handypersons, Plumbers, Sign Writers. Emergency Light & Fire Alarm Technicians, Security Technicians, Gardeners, ATM/TCR Installers, Pest Control Personnel	Work at heights > 2.0 meters, Work in or near public areas, use power tools or equipment, Preform hot work, Manual handling task; use Chemicals	<input type="checkbox"/>
Low	Locksmiths, Cleaners, Fire Equipment Service Technicians, Security Guards, Cash Management & Document Destruction / Storage personnel	Conduct manual handling	<input type="checkbox"/>

PART C (continued)		Yes	NA	No
I hold a current OH&S Construction Induction White /Blue Card (Qld) (record card number below)				
I am qualified to carry out my work & hold the relevant qualifications and certificates				
1.	I am doing High or Moderate risk work, I have completed a Safe Work Method Statement (SWMS) and provided a copy to Property prior to commencing work			
2.	If I use chemicals (Excludes e.g. WD-40), I will hold a Safety Data Sheet (SDS) on site to follow the Manufacturers' risk management strategies for the product.- If the Chemical is classed " Hazardous " under Section 2 of the SDS- Stop work & contact Property before using this chemical			
3.	I will request the buildings on site "Asbestos Management Plan", prior to any work that is demolition, cutting or drilling. If Asbestos is evident Stop work & contact Property before proceeding			
4.	I will source & implement a "Hot Work Permit" prior to undertaking work which involves the use of welders, oxy /acetylene brazing or other heat generating equipment			
Record your Construction Induction White / Blue Card (Qld) number here				