Employee/Contractor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Employee** | **Contractor** | **Action/Informs** | **Sign** |
| **All company policies** | ✓ | ✓ | Shown copies of all company policies (available on Mango). |  |
| **Site monthly meeting** | ✓ | ✓ | Explain when meetings are held (contractors are expected to attendee if onsite) |  |
| **Accident and Incident** | ✓ | ✓ | How to report an accident and that employees/contractor must inform a site supervisor or foreman. |  |
| **Emergency Procedures** | ✓ | ✓ | Shown evacuation points, plan and the process. |  |
| **First Aid** | ✓ |  | Shown First Aid cabinet and who are the company’s First Aiders (displayed on the SSSP). |  |
| **Hazards** | ✓ | ✓ | Daily hazards will be posted on site board.  Generic company hazard register is available to view.  How and who to report a new or changed hazard too. |  |
| **Rehabilitation process** | ✓ |  | Explained the rehabilitation process. |  |
| **PPE** | ✓ | ✓ | What needs to be worn on site |  |
| **Signage** | ✓ | ✓ | You must follow the instruction in signage |  |
| **Usage of equipment**  **(contractor)** |  | ✓ | All contractors must be able to present certification or licenses for work they are performing (where applicable). |  |
| **Usage of equipment (employee)** | ✓ |  | All employees must be able to present certification or licenses for work they are performing (where applicable) or be under supervised training. |  |
| **Responsibilities** | ✓ | ✓ | Explained responsibilities of workers and contractors |  |
| **Handbook** | ✓ | ✓ | Provided a copy of Handbook. |  |
| **Environmental** | ✓ | ✓ | Advised on the environmental issues on-site including silt protection, discovery protocols etc. |  |

I have read and understood the above regulations and procedures and all items on this form have been explained or shown to me.

For the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /

Name Signature

Employee/Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /

Name Signature