

Contractor induction record

A record of one site induction given to a group of contractor workers on one day: who gave it, what was covered, which documents or competence evidence were seen, who attended and signed, how the trainer checked understanding, and what is still open. It is not the contractor compliance record, which is kept once for a contractor company over the whole job; this form records one induction event and can be attached to that record. The topics below are examples to change and add to for your site. Which documents or competence evidence you ask to see is for you, your contract and the rules that apply to your work to decide; this form does not say that any of them is a legal requirement. A signature shows who attended. It does not show that a person understood or is competent, so write down how you checked. Keep personal data to what you need.

1 Induction details

Contractor company		Site or area		Date	Start and end time
Trainer (name, role)	Job, order or permit reference	Number of attendees	Work the attendees will do		
Induction type ☐ Full induction ☐ Short, repeat visit ☐ Refresher or after a change ☐ Late arrival, added to this record ☐ Other					
Induction material and version used (site rules, video, slides)			Language used, and interpreter or translated material		

2 Topics covered

No.	Topic (examples; change the list)	Covered	Site-specific detail given (for example, where the assembly point is)
1	Site rules: access, signing in and out, working hours, speed limits, smoking, mobile phones, who may enter which areas	☐	
2	Site hazards and the risks of this job: traffic, overhead work, services, noise, hazardous substances, other contractors working nearby	☐	
3	Emergency arrangements and assembly point: alarm and what it sounds like, escape routes, where to assemble, first aid, who to call	☐	
4	Reporting incidents, near misses and hazards: how and to whom, and that minor events and unsafe conditions are reported too	☐	
5	Permits and isolation: which jobs need a permit, how to get one, who issues it, and how isolation and locks are used	☐	
6	Welfare facilities: toilets, washing, drinking water, rest and eating areas	☐	
7	Personal protective equipment (PPE): what must be worn, in which areas or tasks, and where to get it	☐	
8	Stop-work: anyone can stop work and report a danger, and to whom they report it	☐	
9	Site contact and supervision: who the named contact is, how to reach them, and who to ask when unsure	☐	
10	Environmental and housekeeping rules: waste, spills, storage, keeping routes clear	☐	
11	Site-specific topic (write in):	☐	
12	Site-specific topic (write in):	☐	
13	Site-specific topic (write in):	☐	

Tick each topic only when it was covered. For a short or repeat induction, write which topics were left out and why. For a topic that has a place, a name or a number (the assembly point, the site contact, the reporting line), write it in the last column.

3 Documents and competence sighted

Item (examples; change the list)	Sighted	Not sighted	N/A	Reference, expiry or note
Method statement or risk assessment for this job (or a note of where it is)	☐	☐	☐	
Permit, or the request for one, for this job	☐	☐	☐	
Licences, cards, tickets or certificates the work needs	☐	☐	☐	
Training or competence evidence for equipment the person will use	☐	☐	☐	
Photo identification or site pass issued	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Sighted means seen by the trainer on the day. The attendee table records this person by person. A document that was seen shows that evidence was seen; it does not show that the person can do the work.

4 Attendees

No.	Name	Employer	Role on this job	Competence or ticket sighted (circle one)	Language or support needs	Signature
1				Yes / No		
2				Yes / No		
3				Yes / No		
4				Yes / No		
5				Yes / No		
6				Yes / No		
7				Yes / No		
8				Yes / No		
9				Yes / No		
10				Yes / No		
11				Yes / No		
12				Yes / No		

Competence or ticket sighted: circle Yes if the trainer saw the evidence the work needs for this person, No if not, and add a follow-up item in section 6. Language or support needs: for example, an interpreter was used, material in another language, large print, a reader, or a buddy for the first day. Write only what is needed to give the induction. A person who arrives later is added to a line here and inducted before starting, not on the signature of someone else.

5 Understanding check

How understanding was checked ☐ Each person explained points in their own words ☐ Walked to the assembly point and exits ☐ Short quiz or questions ☐ Showed isolation, stop-work or PPE use ☐ Interpreter or translated material used ☐ Other What was asked, and what the answers showed _____ _____ _____ Anyone who did not show understanding, and what was done (re-briefed, supervised, not started) _____ _____ _____

6 Questions and concerns raised by attendees

Questions or concerns raised by attendees, and the answer given or who will answer

7 Follow-up items

No.	Follow-up (a missing document or ticket, a person to re-brief, a question to answer, material to send)	Person concerned	Owner	Due	Closed on, and by

A person who has not shown the competence the work needs, or did not show understanding, is not left on this list as a note: say whether they may start, with what supervision, or not until the item is closed.

8 Sign-off

Role	Name	Signature	Date
Trainer (gave the induction)			
Contractor representative or supervisor			
Site contact or reviewer			

Where this record is kept, and for how long

Linked to (contractor record, job or permit reference)