

Contractor and Visitor Site Safety Induction Record

Please complete this record prior to entering the active areas of the site. This document must be filled out, printed, and signed by both the inductee and the site representative.

1. Personal & Company Details

Full Name:	<input type="text"/>
Company Name:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Visitor Type (e.g., Contractor, Visitor, Auditor):	<input type="text"/>
Site Host / Escort Name:	<input type="text"/>

2. Safety Induction Checklist

The site host must discuss the following items with the inductee. The inductee must type their initials in the box to acknowledge understanding of each item.

Induction Topic	Acknowledge (Type Initials)
Emergency evacuation procedures, alarms, and assembly points	<input type="text"/>
Location of first aid kits, eye wash stations, and incident reporting procedures	<input type="text"/>
Required Personal Protective Equipment (PPE) for this site	<input type="text"/>
Specific site hazards, restricted areas, and active machinery locations	<input type="text"/>
Location of welfare facilities (restrooms, drinking water, break rooms)	<input type="text"/>

3. Declaration and Signatures

By signing below, the inductee and site representative confirm that the safety induction has been completed, understood, and all site-specific safety regulations will be followed.

Inductee Declaration

Inductee Name (Print):	<input type="text"/>
Inductee Signature (Write or Sign):	<input type="text"/>
Date:	<input type="text" value="DD/MM/YYYY"/>

Site Representative / Inductor Declaration

Inductor Name (Print):	<input type="text"/>
Inductor Signature (Write or Sign):	<input type="text"/>
Date:	<input type="text" value="DD/MM/YYYY"/>