

## Form 10.4

## Contractor safety induction form

Name of contractor	
Company name	
Address	
Phone number (s)	

- The Health and Safety Policy of the Trade Aid .....Shop Trust has been explained to me.
- I understand the information given to me about the hazards I might be exposed to, the accident reporting process and the emergency procedures.
- I declare that all employees of my company have received training and have achieved all the relevant competencies necessary to conduct their work in a safe and professional manner. All certification requirements and permits required by my company are current and I have sufficient current liability insurance in place for the duration of my contract with the Trade Aid .....Shop Trust.

### Summary of the basic safety rules

- Report any safety hazards to the Trade Aid Shop manager promptly.
- Report all accidents, unsafe working conditions and equipment.
- Wear protective safety clothing and equipment appropriate to the work.
- Do not remove or interfere with safety guards and ensure all equipment is in safe working order.
- Ensure operating procedures are followed for all equipment.
- Do not attempt to operate equipment you are not familiar with.
- **If you are unsure – ask.**
- House keeping and hygiene in all aspects provides a safe and healthy work place.
- Know the location of your nearest fire extinguisher and first aid kit.
- Don't indulge in fooling or practical jokes.
- Be aware of evacuation and emergency procedures in your work place.

Date:	Signature:	Signature and position:

## Trade Aid Shop Trusts

### Contractor policy

- All contractors must be aware of the Health and Safety Policy before commencing any work.
- A Contractors Register will be kept and must be completed for all contractors undertaking work for the Trust.
- The Contractors Register is located in the office and is to be completed by the Shop Manager.
- Contractors are expected to wear or use any protective equipment necessary for the safe operation of their work. Safety guards must be in place and used on all machinery operated by contractors.
- Any injury sustained while conducting work for Trade Aid .....Shop must be reported to the Shop Manager as soon as possible.

### Reporting of accidents and near misses

- All work related accidents, other than minor cuts and scrapes, must be recorded in the Accident Register.
- Accidents resulting in injury, incidents where serious harm could have resulted must be recorded.
- These will be investigated to ensure that corrective action is taken.
- Near misses should be recorded to assess the risk they pose in order to prevent an accident happening in the future.
- Should a serious harm accident occur management is to advise OSH as soon as possible. **This is a legal requirement.**

### Hazard identification and management

- All hazards or potential hazards must be reported to management.
- A hazard register will be maintained that lists known hazards and the control measures applied.

All reported hazards or potential hazards will be investigated to assess their significance and added to the hazard register if necessary.

### Visitor policy

Visitors who have approval to be in the workplace must be supervised at all times. Before entering the workplace all visitors must be made aware of

- Any hazards that may affect them.

- The location of emergency exits.
- The location of the assembly area.

In the event of an emergency evacuation all visitors must be escorted to the assembly area and accounted for.

### Significant hazards

Manual handling & lifting	Follow correct procedures. Get help
Electricity	Ensure plugs and leads are in good condition. Use an RCD
Slips, trips & falls	Don't leave things lying around. Clean up after yourself
Tools and equipment	Includes bench saws and power tools - report any faulty equipment. Ensure guarding is in place. Isolate before attempting repairs or maintenance. If unsure ask
Vehicles	Ensure registration and warrants are current. Drive safely
Vehicle Movement	Don't assume the operator knows you are there
Repetitive Strain Injury (RSI)	Ensure personal comfort. Good posture. Report any instances at the first signs
Stress and Fatigue	Report at the onset before it becomes a problem
Noise	Wear hearing protection wherever necessary
Hygiene	Clean surfaces and wash hands before eating. Dispose of rubbish in the appropriate bins
Knives and kraft knives	Make sure blades are closed or folded when not in use. Don't cut towards yourself when opening boxes