



COMPANY/EMPLOYER:	
PROJECT:	
NAME:	
ADDRESS:	
PHONE NO:	
PREFERRED LANGUAGE:	
EMERGENCY CONTACT:	
Name:	
Phone Number:	
POSITION	

The items on this checklist should be accomplished by the immediate Supervisor for each employee on the first day of work. When all items have been covered and checked off, the supervisor and the employee should both sign the form at the bottom of page 2 and return it to the Personnel Office to be filed in the employees personnel file.

ITEM	TOPIC	TIME ALLOWED	CHECK
<b>1</b>	<b>PROJECT INDUCTION</b>	<b>90 Mins</b>	<input checked="" type="checkbox"/>
1.1	Extend a welcome to project team and introductions		<input checked="" type="checkbox"/>
1.2	Policy		<input checked="" type="checkbox"/>
1.3	Project Overview		<input checked="" type="checkbox"/>
1.4	Key Workplace Contacts		<input checked="" type="checkbox"/>
1.5	Land Access		<input checked="" type="checkbox"/>
1.6	Project Risks/Risk Management		<input checked="" type="checkbox"/>
1.7	Behavioural Standards		<input checked="" type="checkbox"/>
1.8	GMR Framework		<input checked="" type="checkbox"/>
1.9	Environmental Management		<input checked="" type="checkbox"/>
1.10	Emergency Management		<input checked="" type="checkbox"/>
1.11	Quality Management		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
<b>2</b>	<b>RISK MANAGEMENT/SWMS REVIEW</b>	<b>30 Mins</b>	<input type="checkbox"/>
	SF-605B-SWMS-001 Traffic and Pedestrian Management		<input checked="" type="checkbox"/>
	SF-605B-SWMS-002 Accessing and Entering Underground Structures		<input checked="" type="checkbox"/>
	SF-605B-SWMS-003 Excavation and Trenching [Less than 1500mm]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-004 Working in a Confined Space		<input checked="" type="checkbox"/>
	SF-605B-SWMS-005 Working at Heights [Working Roofs]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-006 Horizontal Directional Drill		<input type="checkbox"/>
	SF-605B-SWMS-007 Elevated Work Platform [EWP]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-008 Install Replace Repair Pits and Conduits		<input checked="" type="checkbox"/>
	SF-605B-SWMS-009 Brick Paving Reinstatement		<input checked="" type="checkbox"/>
	SF-605B-SWMS-010 Concrete Breakout and Reinstatement [Concrete]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-011 Concrete Breakout and Reinstatement [Cold Mix]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-012 Working from a Utility Pole		<input checked="" type="checkbox"/>
	SF-605B-SWMS-013 Asbestos Pit Removal and Breakout		<input checked="" type="checkbox"/>
	SF-605B-SWMS-014 ACM Rod Rope and Haul		<input checked="" type="checkbox"/>
	SF-605B-SWMS-015 ACM Penetration and Screwing		<input checked="" type="checkbox"/>





	SF-605B-SWMS-016 Cable Hauling		<input checked="" type="checkbox"/>
	SF-605B-SWMS-017 HFC Commissioning		<input type="checkbox"/>
	SF-605B-SWMS-018 Aerial and Underground HFC Deicing on Live and Dead		<input type="checkbox"/>
	SF-605B-SWMS-019 HFC Active Passive Deicing [Dead Network]		<input type="checkbox"/>
	SF-605B-SWMS-020 MDU SDU HFC Installation [Underground Lead-in]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-021 MDU SDU HFC Installation [Aerial Lead-in]		<input checked="" type="checkbox"/>
	SF-605B-SWMS-022 Comm Cabinet Install		<input type="checkbox"/>
	SF-605B-SWMS-023		<input type="checkbox"/>
	SF-605B-SWMS-024 Cut Out Concrete with Wet Saw		<input checked="" type="checkbox"/>
	SF-605B-SWMS-025 Fibre Optic Jointing and Splicing		<input type="checkbox"/>
	SF-605B-SWMS-026 Entering and Accessing Roof Spaces		<input checked="" type="checkbox"/>
	SF-605B-SWMS-027 ACM Pit Break-in		<input checked="" type="checkbox"/>
	SF-605B-SWMS-028 ACM Unsuspected Find		<input checked="" type="checkbox"/>
	SF-605B-SWMS-029		<input type="checkbox"/>
	SF-605B-SWMS-030 Vacuum Truck		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
3.0	<b>Pre-Starts &amp; Day Sheets</b>	<b>30 Mins</b>	<input type="checkbox"/>
3.1	<b>Pre-Starts</b>	<b>15 Mins</b>	
	NBN-SF-601A V1 Daily Site Risk Assessment Civils		<input checked="" type="checkbox"/>
	NBN-SF-601B V1 Daily Site Risk Assessment Telecommunication		<input checked="" type="checkbox"/>
	NBN-SF-607 Working With UG Services Permit v4		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
3.2	<b>Daily ITPs</b>	<b>15 Mins</b>	
			<input type="checkbox"/>
			<input type="checkbox"/>
3.3	<b>Generic Traffic Control Plans</b>	<b>15 Mins</b>	<input checked="" type="checkbox"/>

I, the undersigned confirm that all items as noted on this form have been discussed with me, I have been informed of my responsibilities and have been offered opportunity to question any items I did not fully understand.

EMPLOYEE SIGNATURE:		DATE:	
SUPERVISOR SIGNATURE:		DATE:	





<b>SURNAME</b>		<b>FIRST NAME</b>	
<b>COMPANY</b>		<b>OCCUPATION</b>	

- 1 **If you notice a hazard on site, what should you do?**
- A. Make the hazard safe and continue working
  - B. Make the hazard safe and report it to your Supervisor
  - C. Do nothing
- 2 **Which of the following are prohibited from site;**
- A. Drugs & Alcohol
  - B. Firearms & Weapons
  - C. Both A & B
- 3 **Who is responsible for “Duty of Care” within the workplace?**
- A. Management
  - B. Workers
  - C. Everybody
- 4 **What should you do when the evacuation signal is given?**
- A. Down tools and walk directly to the evacuation assembly point
  - B. Keep working until you finish what you are doing
  - C. Run as quick as you can for the main gate
- 5 **If a workmate is injured at work, what should you do first?**
- A. Ensure someone goes for assistance whilst someone stays with the worker
  - B. Do not attempt to move the injured person unless it is not safe to leave him/her where they are
  - C. Assess the medical condition of the worker, provide initial first aid
- 6 **What should you do if a near miss or incident occurs?**
- A. Continue work as if nothing occurred
  - B. Tell your workmates so it doesn't happen to them
  - C. Make the situation safe and notify your Supervisor
- 7 **“Fitness for Work” means?**
- A. Exercising at the local gym after hours
  - B. Reporting to work in a condition that enables you to perform your duties safely
  - C. Doing sit ups during rest breaks
- 8 **Harassment includes?**
- A. Insulting people due to their race or religion
  - B. Telling sexually explicit jokes
  - C. Both A & B
- 9 **Which items are minimum PPE for the conduct of works or attendance to a worksite?**
- A. Hard hat, sun glasses, long pants/sleeves, safety boots,
  - B. Hard hat, long pants/sleeves, safety glasses, safety boots/shoes, working gloves
  - C. Hard hat, long pants/sleeves, safety glasses, enclosed footwear, working gloves

EXAMPLE DOCUMENT ONLY



- 10 **All mobile plant should have a pre-start check performed?**  
 A. After every rest break  
 B. Daily  
 C. Weekly
- 11 **Can I put photos of the project on social media?**  
 A. Yes, for as long as they are kept with friends.  
 B. No, under the contract it's not permissible.  
 C. Maybe, if notify my colleagues.
- 12 **A hazardous chemical should not be brought onto site without?**  
 A. A Safety Data Sheet (SDS)  
 B. All Personal Protective Equipment (PPE) applicable to the substance  
 C. Approval from Lend Lease  
 All of the above
- 13 **All hazardous work performed should have?**  
 A. A Safe Work Instruction or Safe Work Method Statement specific to the work  
 B. A purchase order  
 C. A confined space entry permit (CSEP)
- 14 **If you disregard site or company Safety Rules what could happen to you?**  
 A. Receive a warning  
 B. Dismissed  
 Either A or B
- 15 **Should a known environmental issue arise, such as an oil spill, what should you do?**  
 A. Ignore it  
 B. Isolate/contain the spill if possible. If not notify your Supervisor immediately  
 C. Attempt to rectify the situation before someone finds out
- 16 **Before any electrical works are conducted, what must be carried out?**  
 A. Isolations put in place and 'test for dead' conducted  
 B. Permit to conduct such works reviewed and acknowledged  
 Both A & B
- 17 **What is the policy on Drug & Alcohol within Lend Lease?**  
 Write Response - **What is to occur prior to any works commencing?**
- 18

Write Response –

<b>WORKERS SIGNATURE:</b>			<b>DATE:</b>
<b>REVIEWD BY:</b>		<b>SCORE:</b>	<b>DATE:</b>

