

CONTRACTORS & TRUCKING OPERATORS INDUCTION FORM (Reviewed June 2025)

Details			
Name		Date	
		Phone	
Company			
Purpose of Visit			
Have you received training from your employer specifically about our site?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you feel confident to follow your employers training and Safe Operating Procedures in relation to the GDL site?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Induction Topic			Inductee Initials
Emergency procedures	<i>I understand the GDL emergency procedure as per the Site Safety brochure. I understand the locations of fire extinguishers & first aid kits on the GDL site.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Site rules	<i>I understand the 15km site speed limit, the accepted area to smoke, the areas I am not authorised to enter, that I am not to be under the influence of drugs or alcohol, that I must not use my cell phone while driving & the PPE requirements as per the Site Safety brochure.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Incident/Injury/Illness	<i>I understand I need to report all incidents to GDL for the inclusion in their incident register where applicable.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Hazards and risks	<i>I understand I need to report hazards identified onsite for GDL to review and include in their register where applicable.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Safe work procedures (SOP)	<i>Would you like further training from GDL specifically relevant to our site?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Personal protection equipment (PPE)	<i>I understand where and when PPE is to be worn as per the Site Safety brochure.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Health and Safety Policies and Procedures	<i>I understand the GDL H&S manual is located in their site office & I know who the key site contacts are as per the Site Safety brochure.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Contractors – what hazards (if any) are being brought onto site?			

Inductee Name		Sign	
Reviewed & Approved By		Sign	