THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Property and Facilities Division
Form
11/08

SUB / CONTRACTOR HS&E EMPLOYEE INDUCTION RECORD PF162

Completion of this form is required before a company can be placed on the University of Queensland (UQ) Property and Facilities Division (P&F) HS&E Contractor Register and allowed to commence work for or on behalf of P&F on any UQ buildings or grounds.

Company Details

Company Name:

Name of Person Conducting Induction:

Safety Topics *(Please indicate topics covered)*

- ☐ Legislations
- ☐ Asbestos
- ☐ Cables and Services
- ☐ Confined Spaces
- ☐ Emergency Services
- ☐ Hazardous Areas
- ☐ Smoke Free Environment
- ☐ Alcohol & Other Drugs
- ☐ Barricades & Hoardings
- ☐ Behaviours on Site
- ☐ Hazardous Substances
- ☐ Hot Work
- ☐ Non-Compliance
- ☐ Timing of Works

Environmental Topics

- ☐ Legislations
- ☐ Air Emissions
- ☐ Wastes
- ☐ Waste Management
- ☐ Water Conservation
- ☐ Vibration & Noise
- ☐ Flora and Fauna
- ☐ Heritage & Cultural
- ☐ Contractor's Environmental Risks
- ☐ Contingencies / Emergencies

Employee Declaration

By signing the below, you agree the above UQ Property and Facilities Health, Safety & Environmental topics have been adequately explained and understood.

Name *(Please print clearly)*	**Signature**	**Date Inducted**
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Once employee induction training has been completed and above records filled in, please forward this form either by fax: 07) 3365 1900 or post: Health and Safety Coordinator, Property and Facilities Division, The University of Queensland, Services Road, St Lucia QLD 4072

NCS INTERNATIONAL
CERTIFIED QUALITY MANAGEMENT SYSTEM
ISO9001 Reg. No. 7566
NCS INTERNATIONAL
CERTIFIED SAFETY MANAGEMENT SYSTEM
AS4801 Reg. No. 7566