**Contractors must**: complete **section 1** of this form to disclose any hazards 1st. Then a KDC representative will show you the “Working at KDC Offices Guide” and take you through the induction **section 2**.

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| **Section 1. Contractor Disclosure**  |
| **Company Name:** | 🕿 **phone number:** |
| **1. Lead worker name** | 🕿 **Mobile number:** |
| **2nd Worker Name:** | **3rd Worker Name:** |
| **Start Date:**  | **Estimated end date** |
| **Description of work** | **Locations:**  |
| **Complete the check list below regarding the work you are about to undertake. In the course of your work will you:**  | **No** | **Yes** | **If yes see guide section:** |
| Use of 240 volt tools? |  |  | 1 |
| Create any dust, fumes or vapours? |  |  | 2 |
| Create any noise greater than 85Db? |  |  | 3 |
| Interrupt the 240 volt supply? |  |  | 4 |
| Create any fire risk? |  |  | 5 |
| Use any hazardous materials? (e.g. paints, solvents or sprays) |  |  | 6 |
| Interrupt the water supply to this location? |  |  | 7 |
| Work over at heights greater than 2 metres (platform to ground level)? |  |  | 8 |
| Disturb movement through foot traffic areas? |  |  | 9 |
| **End of contractor disclosure section.**  |
|  |
| **Section 2. I have been shown the items below:** | **✓** |
| The person to report to at this council office Name, desk location and phone number  |  |
| Evacuation procedure and assembly point |  |
| How to report any hazards  |  |
| The location of fire extinguishers for the area where I am working |  |
| The approved exits and entrances |  |
| Toilets and eating areas  |  |
| The approved smoking area |  |
| Our local hazards (Note here if any) |  |
| **Declaration.** I have been shown the location of the above safety provisions and told what to do in the case of an emergency. I undertake to inform the council of any new hazards that I may create and any accidents or near miss incidents that happen during my work here. |
| **Lead contractor name**  | **Lead contractor sign** |

|  |
| --- |
| **Section 3. Post Contract Moderation**  |
| Was there good communication from the contractor? | **✓ or X** | **Notes**  |
| Was the contractor’s performance satisfactory? | **✓ or X** | **Notes**  |
| Do you wish to continue using this contractor?  | **✓ or X** | **Notes**  |
| Comments  |

When this form is complete please return to the KDC facilities manager.