**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**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.