

The Shire of Donnybrook Balingup

OSH Contractor Induction Questionnaire

Q1 It is a requirement under the OSH Act 1984 that the Shire of Donnybrook Balingup provide to all its Employees and contractors a safe workplace and safe systems of work?

True or False (Circle the correct answer)

Q2 Contractors carrying out any work for the Shire, must as a minimum, comply with the Shire's Occupational Safety and Health Policies and Procedures.

True or False (Circle the correct answer)

Q3 Tick the correct answer to what is defined as an 'Employee's Duty of Care'.

- Ensure his/her own safety within the workplace
- Avoid adversely affecting the safety and health of any other person through any act or omission at work
- Follow instructions from the employer
- Not misuse or damage equipment
- Report workplace hazards and incidents
- All of the above

Q4 All accidents and incidents (including near misses) are to be reported immediately to your Supervisor and Shire Representative.

True or False (Circle the correct answer)

Q5 A workplace hazard is "Anything with the potential to cause injury, or disease to a person or loss and damage to property and the environment".

True or False (Circle the correct answer)

Q6 Plant and equipment must (Tick the correct answer).

- Be regularly maintained & maintenance activities recorded
- Have operating manual with plant
- Only be operated by competent operators – evidence of competency to be provided
- Have regular pre-starts completed

Q7 All Hazardous substances and chemicals must be approved for use on all Shire worksites.

True or False (Circle the correct answer)

Q8 What is a Chemical Safety Data (SDS) sheet?

- Provides information about the physical & chemical properties of the product
- Provides information about safe handling when storing, handling & disposing of the product
- Provides information about the health hazards & impacts on the environment
- Provides information about what to do in accidents or emergencies
- All of the above

Q9 Is electrical equipment required to be inspected and tagged if used on Shire works?

Yes or No (Circle the correct answer)

Q10 Are double adaptors permitted on Shire work sites?

Yes or No (Circle the correct answer)

Q11 Safe Work Method Statements/JSA must be developed if there is a risk to fall more than 2 meters.

True or False (Circle the correct answer)

Q12 Traffic Management Plans must be developed and authorised prior to commencement of works. Authorisation must be via the Shire contact.

True or False (Circle the correct answer)

Q13 A Safety Management Plan must be in place if there are 5 or more people working on any High Risk Construction work.

True or False (Circle the correct answer)

Q14 What must you do if you are injured at work?

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Q15 What is your obligation when attending work in relation to drugs & alcohol?

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Q16 You must inform your supervisor if you are taking any prescribed medication that may impair your ability to work safely?

True or False (Circle the correct answer)

Q17 Are you required to wear PPE if it is identified as a work requirement?

Yes No (Circle the correct answer)

Q18 If you deem a job unsafe, what must you do? Tick the correct answer.

- Keep working until you see your supervisor
- Carry on and get the job done
- Stop work and contact your supervisor
- Let the HR Manager know

Contractor:

I, (print name) _____ have completed the Donnybrook Balingup Shire OSH Contractor induction. By signing below, I confirm that I understand:

- the content of the induction
- my obligations to the safety of myself and others
- the requirement to wear Personal Protective Equipment
- to comply with reasonable instructions from my employer
- that I must report in a fit state to work
- who to report injuries and hazards to

Signed: _____ Date: _____

Company: _____

Induction Trainer:

Contractor _____ has completed the OSH Induction and they have been deemed competent/not competent in relation to the OSH requirements outlined in the induction.

Trainer: _____ Signed _____

Date: _____