

Sample 'Contents' page from a Contractor Induction Manual

showing the topics covered in the manual

Introduction	1
Company safety policy	2
Contractor safety obligations	3
Insurance and qualifications	5
Hot works	6
Isolation procedure	7
Housekeeping	8
Steel sling inspection	9
Overhead powerlines	10
Manual handling	11
Emergencies	12
Fire extinguishers	15
Alcohol, smoking and drugs	16
Harassment and discrimination	17
SOP for delivery drivers	18
Site details	20
Acknowledgement form	21