

	Appendix 4 Contractor Induction Meeting Minutes	Prepared on: 26 October 2022
		Contract No.:

....., dated.....

CONTRACTOR INDUCTION MEETING MINUTES

Contract name			
Contractor	Name		
	Address		
	Contract No.		
	Representative		
		(full name)	(function)
Employer	Project Manager		
	OHS Officer		
	Supervision Inspector		

Persons supervising the works in progress and the personnel and the ones in charge of the organisation and safety of the works on behalf of the Contractor:

No.	Full name	Function	No. of construction and foreman professional licenses	Phone	Signature of the person exercising supervision
1					
2					
3					
4					

Contractor's OHS inspector/coordinator or person performing the tasks of the OHS service in accordance with Article 237¹¹ of the Labour Code:

No.	Full name	Function	Date of acquiring professional licenses	Phone	Signature of the OHS inspector
1					

Personnel appointed and authorised to provide first aid:

No.	Full name	Function	Date of acquiring professional licenses	Phone	Signature of the employee
1					
2					

The induction meeting addressed the following issues:

1. Occupational safety issues including:

	Appendix 4 Contractor Induction Meeting Minutes	Prepared on: 26 October 2022
		Contract No.:

- HASP status;
- scope of activities covered by the contract;
- hazards arising from the location of the construction site and elements of the land plot development that may pose a risk to human health and safety;
- anticipated particularly hazardous works to be carried out under the contract;
- collective work safety measures applied at the construction site;
- rules for authorising the Contractor to carry out particularly hazardous works and including an assessment of the occupational risks for the task and rules for the development of Safe Work Instructions,
- Contractor's responsibilities with regard to the preparation of personnel and persons working at the construction site in terms of health and safety (training, medical examinations, clothing, personal protective equipment);
- rules for authorising personnel and persons performing work for the Contractor at the construction site in connection with the performance of the contract,
- requirements for machines and technical equipment to be brought on to the construction site including rules for approval for use at the construction site,
- safety requirements for the storage and handling of hazardous materials, products, substances and formulations at the construction site,
- rules for the use of electricity at the construction site;
- means of providing OHS information, safety signage and colours used at the construction site (overview of the construction site layout with OHS aspects),
- safety rules regarding smoking and telephone conversations at the construction site,
- Contractor's responsibilities for maintaining order and tidiness at and around the work stations,
- organisation of the first-aid system, including the Contractor's and Subcontractors' responsibilities and rules of cooperation in this respect,
- how to handle an accident or a near miss – the Contractor's and Subcontractors' responsibilities and rules of cooperation in this respect,
- fire protection at the construction site and the rules for fire hazardous works.
- obligations of the Contractor and Subcontractors in the event of a failure or disaster (obligations related to evacuation of personnel and persons),
- Coordination of safe performance of works - rules of interaction and cooperation between participants in the construction process, Subcontractors and the Contractor including:
 - a) introduction of the OHS Coordinator's authorisation and responsibilities,
 - b) information training – determining the method of organisation and rules of participation;
 - c) coordination meetings – setting the date and rules of participation;
 - d) determining the persons responsible for the organisation and conduct of works on behalf of the Contractor;
 - e) OHS Logbook – rules for making entries, place of storage, follow-up of recommendations;
 - f) OHS check at workplaces. Contractor's responsibilities to ensure inspection of workstations. Contractor's responsibilities and authorisation for inspection of workstations arranged by the Subcontractor,
- rules to be followed if an employee is suspected to be under the influence of alcohol or intoxicants.

2. Environmental protection issues including:

- Site waste management plan and rules for waste disposal;
- Environmental task plan with particular emphasis on minimising activities on the part of the Contractor;
- Procedure to be followed in case of environmental emergency (location and use of an environmental response kit).

3. Issues related to the Integrated Quality, Environment and Safety Management System in the Veolia Group.

	Appendix 4 Contractor Induction Meeting Minutes	Prepared on: 26 October 2022
		Contract No.:

4. Other issues (specify as required):

.....

5. During the meeting, the Contractor was provided with the following documents, guidelines, forms and templates including:

- HASP together with appendices;
- HRMS Safe Work Standards;
- OHS, Quality, Environmental Policy of the VEOLIA Group;

Other (specify as required for the construction site)

.....

Signatures of persons participating in the induction meeting:

For the Contractor:

For the Employer: