WHS DOCUMENTS & TEMPLATES

DOC-CVI-TPL · Contractor and Visitor Induction Checklist and Sign-in Register

Product Overview

For: Australian businesses that host contractors and visitors: facilities and site managers, reception, supervisors and WHS advisers

Version 1.0 · 15 November 2026

A site induction checklist for contractors and visitors, from the documents to check before a contractor starts to the rules every visitor is told, and an Excel sign-in register that shows who is on site and who has not signed out.

The checklist (Word and PDF) has three parts: the contractor's documents before they start (scope, insurance, licences, white card, SWMS or JSA, plant, chemicals, permits), the contractor's site induction (the site and its rules, hazards and controls, emergencies and behaviour), and a one-page visitor induction, each with sign-off.

The Contractor and Visitor Sign-in Register (Excel) records every visit, flags anyone not signed out in red and inductions over 12 months old in amber, and doubles as the list for an evacuation. Its Approved Contractors sheet records each contractor's insurance, licences and documents.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel sign-in register: who is on site, anyone not signed out flagged, inductions due, approved contractors	02_TEMPLATE/Contractor and Visitor Sign-in Register.xlsx
Contractor and visitor induction checklist: documents before work, site induction, visitor induction, sign-off	02_TEMPLATE/Contractor and Visitor Induction Checklist.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Workplaces with regular contractors for maintenance, cleaning, repairs or projects
- Reception and site offices that sign people in
- Businesses that need to know who is on site in an emergency

File formats

- Word (.docx), editable, with your logo and business name in the header

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SAMPLE · Contractor and Visitor Induction Checklist and Sign-in Register · Buy the full editable version:
training.oranaskillscentre.com/documents/contractor-and-visitor-induction-checklist-and-sign-in-register

How to Use This Template

How to complete, adapt and keep the contractor and visitor induction checklist and sign-in register

1 What this template is for

Contractors and visitors do not know the site's hazards, rules or emergency arrangements, and contractors bring their own work and hazards with them. Checking a contractor's documents before they start, inducting everyone before they go into work areas, and knowing who is on site at any time are simple controls that prevent many incidents and make an evacuation safer.

2 How to use it

Step	What to do
1	Adapt the checklist to your site: add your site rules, hazards and PPE, and fill in the placeholders.
2	Before a contractor starts, agree the scope of work and check their documents (Part A). Record them on the Approved Contractors sheet.
3	Induct each contractor at the site (Part B) before they start work, and each visitor (Part C) before they go past reception.
4	Have everyone sign in and out in the register, every day. Set up reception, or a sign-in point, so it cannot be missed.
5	Check the register at the end of each day for anyone not signed out, and take it to the assembly area in an emergency.
6	Re-induct contractors each year, and when the site, the work or the rules change.
7	Review contractors' safety performance and documents at least each year, and before each new job.

3 Who does what

Who	What they do
Host or supervisor	Checks the contractor's documents, inducts contractors and visitors, and supervises or escorts them
Reception or site office	Runs the sign-in, checks inductions are current, and hands out visitor passes
Contractors	Provide their documents, follow the site induction and their own SWMS or procedures, and report incidents
Emergency coordinator	Uses the register to account for everyone in an evacuation

4 The law, in brief

The WHS laws apply to everyone at a workplace. A business that engages a contractor owes the contractor and the contractor's workers a duty, so far as it has influence or control over the work, and the contractor owes duties too. Where more than one business has a duty in relation to the same matter, each must consult, cooperate and coordinate with the others so far as is reasonably practicable. A business must also make sure that people who are not workers, such as visitors, are not put at risk by its work.

Some work needs a licence (high risk work licences, electrical, asbestos removal and others), construction work needs general construction induction training (the white card), and high risk construction work needs a SWMS before it

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Contractor and Visitor Induction Checklist

Check a contractor's documents before they start, induct them to the site, and induct visitors before they go past reception

Site		**Name**	
Company		**Contractor or visitor**	
Host or supervisor at our site		**Date**	

How to use it

- Contractors: complete Part A before the contractor starts work (ideally before they arrive), then Part B at the site, before they go to the work area.
- Visitors: complete Part C only. Visitors who will go into work areas are escorted by their host at all times.
- Tick each item as it is covered, add what your site needs, and keep the signed checklist. Record the induction in the sign-in register.

A Contractor: before they start

Document or check	Sighted	Expiry or details
Scope of work agreed in writing, with who controls what at the site	☐	
Public liability insurance certificate of currency	☐	
Workers' compensation insurance (or personal accident cover for a sole trader), as your state or territory requires	☐	
Licences for the work: high risk work licences, electrical, plumbing, gas, builder, asbestos removal or other	☐	
General construction induction (white card), for construction work	☐	
SWMS for any high risk construction work, or a JSA or safe work procedure for other work, reviewed by us	☐	
Plant and equipment they will bring: registration, inspection and test tags	☐	
Hazardous chemicals they will bring, with safety data sheets	☐	
Permits needed from us (hot work, isolation, confined space, digging, work at height)	☐	
Their emergency contact, and how they will report incidents to us	☐	

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Contractor and Visitor Induction Checklist and Sign-in Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A site induction checklist for contractors and visitors, from the documents to check before a contractor starts to the rules every visitor is told, and an Excel sign-in register that shows who is on site and who has not signed out.

What the full product contains

- **Excel sign-in register: who is on site, anyone not signed out flagged, inductions due, approved contractors**
  02_TEMPLATE/Contractor and Visitor Sign-in Register.xlsx
- **Contractor and visitor induction checklist: documents before work, site induction, visitor induction, sign-off**
  02_TEMPLATE/Contractor and Visitor Induction Checklist.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/contractor-and-visitor-induction-checklist-and-sign-in-register

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