

Contractor Health and Safety Induction Agenda

Date: [Insert Date]

Location: [Insert Location]

Time: [Insert Time]

Agenda:

1. **Welcome and Introductions**
 - Overview of agenda
 - Icebreaker activity
2. **Company Overview**
 - Company mission and values
 - Overview of services
3. **Health and Safety Policies**
 - Importance of health and safety
 - Review of health and safety manual
4. **Site-Specific Safety Procedures**
 - Emergency evacuation plan
 - Hazard identification and risk assessment
5. **Personal Protective Equipment (PPE)**
 - Required PPE
 - Proper usage of PPE
6. **Training Requirements**
 - Mandatory training sessions
 - Certification overview
7. **Q&A Session**
 - Open floor for questions
8. **Closing Remarks**
 - Recap of key points
 - Next steps

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]