

# Contractor Health and Safety Induction Overview

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Health and Safety Induction Overview

## Welcome to Our Team

Dear [Contractor's Name],

We are pleased to welcome you as a contractor for [Project Name/Description]. The following is an overview of our health and safety induction process to ensure your safety and compliance on site.

## Induction Objectives

- Understanding workplace hazards and risk assessments.
- Reviewing emergency procedures and escape routes.
- Learning about protective equipment requirements.
- Familiarizing with site rules and regulations.
- Discussing reporting procedures for incidents and near misses.

## Induction Schedule

The induction will take place on [Insert Date & Time] at [Location]. Please ensure you arrive 15 minutes early.

## Documents Required

Please bring the following documents to the induction:

- Identification (ID, License, etc.)
- Certificates of training (if applicable)
- Proof of insurance (if applicable)

## Contact Information

If you have any questions prior to the induction, please feel free to contact:

[Contact Name]

[Contact Title]

[Phone Number]

[Email Address]

Thank you for your cooperation. We look forward to working safely together.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]