

Contractor Induction Design Checklist

One page, one site. Fill it in before you buy or build anything. Companion to **Site-Ready Before They Arrive: Sign-In & Contractor Inductions Online**, dated 5 October 2026.

	Decision	What to settle	Our default (judgement, not law)	Your answer
1	What goes online	What is true on every visit: site rules, how to sign in and out, emergency arrangements, how to report, permit rules.	Only what you can test with a question.	
2	What stays on site	The walk to the muster point, isolation points and exclusion zones, today's hazards, the supervisor's briefing, a "show me" test.	10 to 20 minutes where the site has specific hazards.	
3	Layers	Company induction (once per firm), site induction (per place), task induction (per job).	Keep the three apart.	
4	Module length	Screens, minutes, one idea per screen, rules written as actions. The 3 most dangerous things first.	Under 15 minutes, 5 to 8 screens.	
5	Questions	Scenario questions on the 3 controls that matter most. What a wrong answer does. Who sees repeat misses.	Show the right answer; 2 misses go to the supervisor.	
6	Language and literacy	Short sentences, photographs of your site, audio or captions, assisted completion recorded, translations checked by a speaker.	Test on a mid-range phone on mobile data.	
7	Calendar clock	How long an induction lasts before a refresher. What the refresher contains.	12 months; changes plus critical questions.	
8	Event clock	What brings a person back early: site change, long absence, different task or area, near miss on a related control.	Absent 3 months; stage changes by site.	
9	Sign-in rule	A (induction inside sign-in), B (done in advance, status checked) or C (B plus the supervisor's walk-through). Block, warn, or admit and notify. Who may override, and the reason recorded.	C for higher-risk sites; B for low-risk buildings.	
10	After-hours path	Who gives a short verbal induction at 9pm, and when the full record must be done.	Within 24 hours, flagged as an exception.	
11	Identity	How you know the person at the gate is the person who did the module.	Supervisor matches the person to the record.	
12	Evidence	Name, employer, induction and version, date, result and questions missed, walk-through by whom, expiry, assisted or not.	Produce one contractor's record in 2 minutes.	
13	Measures	Inducted before first arrival; median time from invitation to cleared; completed within 7 days; first-attempt pass rate and most-missed questions; blocked and overridden sign-ins.	Baseline: 10 recent first arrivals and 10 timed inductions.	
14	The test	A made-up worker whose induction has expired. The sign-in should refuse them, and you should see what they see.	Run it before go-live and after every change.	

The figures in the default column are working figures, not legal requirements. General construction induction training (the white card) is general and does not replace a site induction. This checklist is not legal advice; check the rules for your state or territory with your regulator. complyflow.com/blog/moving-contractor-inductions-online