



Mine Subcontractor Onboarding & Safety Induction Checklist 2026

Pre-Arrival Documentation & Compliance

Verification of legal company documents, insurance certificates, mining licenses, and necessary regulatory permits required for site access.

Company Insurance & Liability Certificates

 Upload File

Mining Licenses & Operating Permits

 Upload File

Required Compliance Documents Received

- ☐ Tax Identification/Registration
- ☐ Occupational Health & Safety Policy
- ☐ Environmental Management Plan
- ☐ Subcontractor Agreement/Contract

Document Expiry Date Audit

Enter date...

Compliance Officer Verification

Personnel Competency & Certification Verification

Validation of individual worker qualifications, specialized machinery licenses, medical fitness certificates, and required training credentials.

Required Certifications Verified

- ☐ Heavy Equipment Operator License
- ☐ Confined Space Entry Permit
- ☐ Working at Heights Certification
- ☐ First Aid/CPR Certification
- ☐ Hazardous Materials Handling (HAZMAT)

Certification Expiry Date

Upload Digital Copies of Certifications

[Upload File](#)

Employee ID / License Number

Verifier Signature

Site-Specific Safety Induction

Review of mine-specific hazard communications, emergency evacuation procedures, muster point locations, and site-specific Golden Rules.

Emergency Procedure Modules Covered

- ☐ Evacuation Routes & Muster Points
- ☐ Fire Emergency & Extinguisher Use
- ☐ Chemical Spill Response
- ☐ First Aid & Medical Emergency Contact
- ☐ Mine Rescue/Self-Rescuer Protocol

Hazard Communication Level Verified

- ☐ Full Briefing Completed
- ☐ Partial Briefing - Follow-up Required
- ☐ Not Completed

Signed Safety Induction Acknowledgment Form

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Safety Officer/Inductor Verification

Induction Completion Date

Equipment & Machinery Inspection

Verification of contractor-owned machinery maintenance logs, pre-start inspection records, and compliance with mine-specific equipment standards.

Inspection Date

Equipment/Vehicle ID Number

Equipment Category

- ☐ Haul Truck
- ☐ Excavator
- ☐ Dozer
- ☐ Drill Rig
- ☐ Light Vehicle

Safety Component Checklist

- ☐ Brakes & Steering Functionality
- ☐ Fire Suppression System Integrity
- ☐ Reverse Alarms & Lights
- ☐ Hydraulic Hose & Leak Inspection
- ☐ Tyre/Track Condition

Current Hour Meter/Odometer Reading

Enter a number...

Upload Equipment Maintenance Log

 Upload File

Defects or Maintenance Notes

Write something...

Inspector Signature

Personal Protective Equipment (PPE) Audit

Inspection of contractor-provided PPE to ensure it meets mine site safety standards, including high-visibility clothing, respiratory protection, and

headgear.

Required PPE Verified

☐ Hard Hat

☐ High-Visibility Vest/Clothing

☐ Safety Boots (Steel Toe)

☐ Safety Glasses/Goggles

☐ Hearing Protection

☐ Respiratory Protection (N95/P100)

☐ Hand Protection (Gloves)

PPE Condition Assessment

Write something...

Photos of Contractor PPE Compliance

 Upload File

PPE Compliance Status

☐ Fully Compliant

☐ Non-Compliant - Remediation Required

☐ Conditional Approval

Inspector Confirmation

Work Permit & Task-Specific Risk Assessment

Review of approved Safe Work Method Statements (SWMS), Job Safety Analysis (JSA), and specific permits for high-risk activities like hot work or confined space entry.

Permit Issue Date

Enter date...

Permit Type

- ☐ Hot Work Permit
- ☐ Confined Space Entry Permit
- ☐ Working at Heights Permit
- ☐ Excavation Permit
- ☐ Electrical Isolation Permit

Identified Task Hazards

- ☐ Electrical Hazard
- ☐ Chemical Exposure
- ☐ Falling Objects
- ☐ Dust/Silica Exposure
- ☐ Extreme Temperature

Risk Mitigation Controls

Write something...

Attached JSA/SWMS Document

 Upload File

Supervisor Authorization

Site Communication & Emergency Protocols

Establishment of radio communication channels, emergency contact lists, and understanding of the mine's incident reporting hierarchy.

Primary Radio Channel Assigned

- ☐ Channel 1 - Operations
- ☐ Channel 2 - Emergency/Safety
- ☐ Channel 3 - Logistics

Emergency Communication Methods Reviewed

- ☐ Two-way Radio Protocol
- ☐ Emergency Siren/Alarm Awareness
- ☐ Satellite Phone Procedures
- ☐ SMS/Pager Alert System

Designated Muster Point ID

Write something...

Induction Completion Date

Enter date...

Subcontractor Representative Acknowledgment

Environmental & Waste Management Integration

Briefing on site-specific spill response protocols, waste segregation requirements, and environmental protection compliance.

Waste Stream Identification

- ☐ Hazardous Waste
- ☐ General Waste
- ☐ Recyclable Materials
- ☐ Hydrocarbon/Oil Waste
- ☐ Organic/Food Waste

Spill Kit Availability Verification

- ☐ Fully Equipped
- ☐ Partially Equipped
- ☐ Not Available

Last Environmental Toolbox Talk Date

Enter date...

Waste Disposal Manifest/Permit Upload

 Upload File

Contractor Environmental Officer Acknowledgment

Site Access & Logistics Orientation

Instruction on haul road rules, vehicle speed limits, designated parking zones, and site entry/exit procedures.

Assigned Entry Gate/Access Point

- ☐ North Gate - Main Logistics
- ☐ South Gate - Personnel Entry
- ☐ East Gate - Heavy Equipment Access

Completed Vehicle Safety Briefing

- ☐ Haul Road Speed Limit Awareness
- ☐ Right of Way Protocols
- ☐ Communication Channel Assignment
- ☐ Dust Suppression Protocol Awareness

Orientation Completion Date

Enter date...

Assigned Vehicle/Equipment ID Number

Write something...

Subcontractor Representative Acknowledgement



Post-Induction Sign-off & Record Keeping

Formal acknowledgement of training completion, distribution of site ID badges, and filing of all completed compliance documents for audit readiness.

Induction Completion Date

Enter date...

Contractor Representative Signature



Mine Safety Officer Verification

Signed Induction Agreement PDF

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Induction Status

- ☐ Full Approval
- ☐ Conditional Approval (Pending Documentation)
- ☐ Rejected

Notes and Observations

Write something...

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🏁 Finish

🔧 Generate Sample Report