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		No. DEE ESWB-24-54
Title: Contractor Induction Checklist		Authorised By: Manager ESWB
Issue Date: July 2011		Page Number: 1 of 1
Last Reviewed: June 2013	CENTRAL OFFICE USE ONLY	
Next Review Date: June 2015		

Workplace	
Company Name	
Contractor's Name	
Brief Description of Works	
1. General Induction: The contractor is to ensure that the above named contractor(s) have been provided with induction information and/or instructions	Completed
DEECD Occupational Health and Safety Policy	Yes
Hazard and incident reporting procedures	Yes
Emergency procedures	Yes
Location of first aid facilities and amenities	Yes
Safety and access arrangements	Yes
Hazardous Substances and Dangerous Goods stored on site	Yes
Traffic Management Plan	Yes
Required conduct/behaviour (e.g. no smoking, offensive language or behaviour etc)	Yes
Parents to Work: are a required for high risks tasks (i.e. hot work, confined spaces, working at heights, and destructive or asbestos based work)	Yes
Current Asbestos Management Plan and Division 5 Asbestos Register	Yes N/A
2. Information to be provided by the Contractor	
License and qualification details	Yes N/A
Current Working with Children Check	Yes N/A
Safe Work Method Statement (SWMS) or equivalent (e.g. Job Safety Analysis)	Yes N/A
A copy of the current contractors public liability insurance has been provided (if only signed then the policy number and expiry date must be obtained and recorded on the Approved Contractor Register) Note: \$10m minimum cover required	Yes
A copy of the current workers compensation insurance has been provided (if only signed then the policy number and expiry date must be obtained)	Yes
3. Contractor SWMS review (or equivalent)	
Lists the types of work being performed	Y/N
Identifies the health and safety hazards and risks arising from the work	
Lists the risk control measures to be implemented	

STATE OF NEWCASTLE MECHANICAL COMPLIANCE SECTION CONTRACTOR PRE-ELEVATOR INSPECTION CHECKLIST		Inspector: <input type="text"/>
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Education Site Suitability Criteria Checklist

Site Name & Address	Phone Number	
Please provide a detailed description of the site, including a map showing the location of the site and a description of the site's surroundings.		
Site Description	Site Map	Site Photos
1. Is the site located in a safe area, free from traffic, crime, and other hazards?		
2. Is the site accessible to the public, including people with disabilities?		
3. Is the site suitable for the intended use, including the type of activities and the number of people?		
4. Is the site free from any legal or regulatory restrictions, including zoning, environmental, and historical preservation laws?		
5. Is the site free from any potential conflicts of interest, including ownership, management, and funding?		
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Site Name & Address

Phone Number

Please provide a detailed description of the site, including a map showing the location of the site and a description of the site's surroundings.

Site Description

Site Map

Site Photos

1. Is the site located in a safe area, free from traffic, crime, and other hazards?

2. Is the site accessible to the public, including people with disabilities?

3. Is the site suitable for the intended use, including the type of activities and the number of people?

4. Is the site free from any legal or regulatory restrictions, including zoning, environmental, and historical preservation laws?

5. Is the site free from any potential conflicts of interest, including ownership, management, and funding?

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Hallowell and Ratey explore the varied forms ADHD takes, from hyperactivity to daydreaming. While *Driven to Distraction* and *Delivered from Distraction* provide comprehensive overviews, case studies and practical treatment suggestions on all aspects of ADHD, others in the series focus on specific aspects of work and relationships. The practical strength-based techniques Drs. The authors elaborate on new and, in some cases, controversial, diagnostic methods and treatments. How do you inspire a solid contributor to strive for more? However you dip into *Delivered from Distraction* – as a longer read or to cherry-pick some of the tips – you’ll profit from the advice it offers. Jensen, M.D. to bring you an upbeat and encouraging new approach to living with and helping your ADHD child. The *Childhood Roots of Adult Happiness* is infused with the wisdom and humanity of a doctor who truly loves and understands children. They recognize that “many people with ADD just don’t read” and “that’s also the problem with this book: it’s a book!” So they offer an introductory chapter, “The Skinny on ADD: Read This If You Can’t Read the Whole Book.” It quickly and accurately informs readers about the latest thinking and treatment for ADD. With decades of experience working with ADHD children, Dr. Hallowell understands how easily the gifts of this condition are lost on a child amid negative comments from doctors, teachers, and even loving but frustrated parents. Drs. The authors’ message is clear: “No matter how old a person is, if she has ADD, she has more talent than she thinks she has... . Charming illustrations and a funny, whimsical story teach children to play and learn in order to find the strengths they have — and a discussion guide at the end gives parents and educators the background support they need in order to help children understand and discover the sparking individuality of their minds. The authors provide advice for teachers on recognizing ADHD and helping students to cope, plus insights into the relationship difficulties caused by ADHD. Beginning with *Driven from Distraction*, first published in 1994 and updated and republished since, the *Distraction* series are Dr.Hallowell’s best known books. It was a no-brainer for these experts on ADD to use that science as fodder for their new book, *Delivered from Distraction: Getting the Most Out of Life with Attention Deficit Disorder*. The groundbreaking book that changed the way the world sees ADHD. Hallowell has long argued that ADHD is too often misunderstood, mistreated, and mislabeled as a “disability.” Now he teams up with top academic ADHD researcher Peter S. It’s time to reclaim control. A practical book that explores every facet of the most common and debilitating emotional state: worry. Dr. Hallowell’s memoir tells the often strange story of a childhood marked by what Dr. Hallowell calls the “WASP triad” of alcoholism, mental illness, and politeness, and explores the wild wish, surging beneath his incredible ambition, that he could have saved his own family of drunk, crazy, and well-intentioned eccentrics, and himself. Welcome to the club! Modern marriage is busy, distracted, and overloaded to extremes, with ever-increasing lists of things to do, superficial electronic connections, and interrupted moments. It’s also healthy, brave, contagious and sets you free. Are you more distant from your spouse than you’d like to be? But your most critical responsibility-*especially* in today’s world of intensifying competition and economic stress-is how to help your people shine their brightest. IDr. Hallowell explains why forgiveness is one of the best things you can do to heal your body and mind and offers a practical, four-part plan for achieving it. Through quick exercises (perfect for busy people), focused advice on everything from lifestyle to time management, and examples chosen from his extensive clinical experience, Dr. Hallowell goes step-by-step through the process of unsnarling frantic lives. Hallowell and Ratey offer a five-step program for enabling the individual to build on his/her strengths [see “Five Steps to a Joyful Life,” right]. Writing with the warmth of a friend and the authority of an expert, Dr. Hallowell gives us a book at once practical and exuberant, joyous and informative, eye-opening and reassuring. Forgiveness is not a sign of weakness but of strength. Crazy? Dysfunctional? Hallowell and Ratey answer the questions most frequently asked at their nationwide workshops and seminars, resulting in an easy-to-read reference that covers every aspect of the disorder: from identifying symptoms and diagnosis, to the latest treatment options, as well as practical day-to-day advice on how you or a loved one can live a normal life with ADHD. Dr. Hallowell teams up with his wife, Sue Hallowell, a couples’ therapist, to explore straightforward and effective ways to maneuver your marriage out of the destructive roadblocks created by the avalanche of busy living. What should you try if a star player falls off their game? If you feel busier than you’ve ever been and wonder how this happened and how you can keep up the pace much longer, you are hardly alone. Maybe not. After decades of being unfairly diagnosed, children and adults with attention deficit disorder are now recognized as having a common and treatable neurological condition. First published in 1994, and widely recognized as the classic in the field, this national bestseller has been revised and updated with current medical information for a new generation searching for answers. Ultimately, this book is a celebration of childhood and of the magic that happens between parents and the children they love. True stories illustrate the power of forgiveness in real lives, from a wife who forgives the hurtful words of her husband to a mother who forgives the man who kidnapped and murdered her daughter. Tailored for ADHD attention spans and learning styles with short chapters that can be read in any order, *Delivered from Distraction* was first published in 2005 and updated in 2017. Just thirty minutes of effort a day for thirty days can restore and repair communication and connection, resurrect long-buried happiness and romance, and strengthen a marriage. Do you sometimes get into big struggles over what amount to mere administrative details? If you are not sure where to start, or want to read just one book, *Delivered from Distraction* provides a wealth of practical tips and strategies for living your best life with ADHD. While a healthy level of worry can help us perform efficiently at work, anticipate dangers, and learn from past errors, in its extreme forms worry can become “toxic”–poisoning our pleasures, sabotaging our achievements, and preventing us from resolving actual problems. Take ADD for what it is: an opportunity to make life better.” Tags: focus, treating adults ADHD 2.0, the latest book by Drs Ned Hallowell and John Ratey draws on the latest science to provide both parents and adults with ADHD a plan for minimizing the downside and maximizing the benefits of ADHD at any age. Hallowell and Ratey, both of whom have ADD, know their audience well. The impulse to be busy can be turned to our advantage once we get in touch with our needs and take charge of how we really want to spend our time. More inspiring than the science of diagnosing and treating AD/HD is the belief that the condition is a “potential blessing – with emphasis on the word potential. Do you or your spouse waste time mindlessly surfing online? Your job as a manager is getting harder all the time. You know the feeling: you can’t focus; you feel increasingly overwhelmed by a mix of nonstop demands and technology that seems to be moving at the speed of light; and you’re frustrated just trying to get everything done well – and on time. Yes, indeed. In this lucid, reassuring book, Dr. Hallowell discusses all types of worry, their underlying causes, and considers the best strategies for coping. The courtly cerebrum asks Lucy for help getting home, and as they walk along she worries that she’s not smart enough. It covers everything from symptoms and how to get a diagnosis, to medication, parenting, work, relationships and exercise. Through vivid stories and case histories of both adult and child patients, Drs. A book brimming with the good news of raising children–the basic reassuring news about happiness and unconditional love, about enduring family connections and kids who grow up right. Case histories and anecdotes illuminate such issues as worry in relationships; the correlation between worry and conditions like, depression, social phobia, generalized anxiety disorder, and obsessive-compulsive disorder; worry at work; and the worried child In a book that gets more timely by the day, bestselling author Ned Hallowell shows that forgiveness is strength—and also that it’s essential to living a healthy, happy life. “You just need to find out at what!” Fred reassures her that each child learns and thinks differently — and that every child has special talents. The book is aimed at adults with ADHD, since “millions of people, especially adults, have the condition, but don’t know about it and, therefore, get no help for it.” There are chapters on “Sex and ADD” and “What Kind of Mate Is Best If You Have ADD?” and a laundry list of helpful tips for grownups on the go. What do you do when your most talented employees fall short of their potential? The goal is to sculpt AD/HD into a blessing.” The book advocates shining a light on a person’s hidden strengths and potential talents – finding the buried treasure. In *Driven to Distraction at Work*, Dr. Hallowell identifies the underlying reasons why people lose their ability to focus at work, how it affects your focus and productivity, and what are the six most common distractions at work and how to overcome them. Hallowell and Jensen present put the talents, charms, and positive essence of your child ahead of any presumed shortcomings. They offer a range of new strategies and lifestyle hacks for thriving with ADHD, and discuss creating optimal environments, exercise, the power of connection, understanding and embracing innate neurological tendencies and considering medication. According to Edward Hallowell, M.D., and John Ratey, M.D., authors of the bestselling *Driven to Distraction* and *Answers to Distraction*, the 1990s were dubbed the “decade of the brain” because so much groundbreaking research was done. “Everyone’s smart!” explains Fred. Not only is this taking a toll on performance, it’s impacting your sense of well-being outside the office. Dr. Hallowell draws on brain science, performance research, and his own experience helping people maximize their potential to present a proven process for getting the best from your people. Each brain finds its own special way — that’s the message in this delightful, colorful story featuring a little girl named Lucy, who is making her way down a rainy sidewalk when she spies a brain called Fred sitting forlornly in a puddle. Because I Come from a Crazy Family is an affecting, at times harrowing, ultimately moving story about crazy families and where they can lead, about being called to the mental health profession, and about the unending joys and challenges that come with helping people celebrate who they are. As inspiring as it is practical, ADHD 2.0 will help you tap into the power of this mercurial condition and find the key that unlocks potential. These include QEEG (Quantitative ElectroEncephaloGram), which gauges brain wave patterns; the SPECT scan (Single Proton Emission Computerized Tomography), which measures blood flow in the brain; nutritional supplements; and cerebellar stimulation, exercises for the brain that Hallowell believes helped his son embrace reading. The abridged audiocassette and audio CD editions are perfect for aural learners. Each chapter covers a specific aspect of ADHD, such as ADHD in women, ADHD and aggression, ADHD and addiction, or ADHD and work. We all have more to do than ever before — and less time to do it.

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