**Appendix 4 - Contractor’s Safety Briefing Form**

This is to be conducted by NTU staff-in-charge (PIC) of the contractor prior to work commencement on site.

**NTU PIC**

I declared that I have communicated the safety requirements as stipulated in the NTU Contractor Safety Handbook (Appendix 3) and given a copy of the handbook to the contractor.

Any other specific requirements communicated to the contractor (if any):

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| --- | --- | --- | --- |
| Name: |  | Sch/Dept: |  |

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |

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**Contractor**

I acknowledged that I have received a copy of the NTU Contractor Safety Handbook. I shall communicate such requirements to my workers and subcontractors.

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration by: |  | Signature: |  |
|  | (Name of Contractor Management Rep.) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company stamp: |  | Date: |  |