



To: The Greater Shepparton City Council Contractor

Online Contractor Induction Course

Greater Shepparton City Council, Indigo Shire Council, Benalla Rural City, Shire of Strathbogie Council, City of Wodonga Council, Alpine Shire Council, Rural City of Wangaratta Council and Moira Shire Council have collaborated to develop and implement an Online General OHS Induction Course.

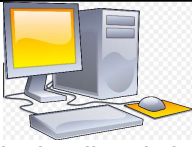


This standardised induction course is designed for contractors who may be engaged to perform work on any site controlled by or on behalf of any council participating in the North East Council Contractor Induction program. This course will advise contractors of the expected safety requirements and standards when performing works for participating Councils.

All contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any worksite controlled by or on behalf of, any of the above Councils are required to successfully complete the Online Contractor Induction Course.

The course takes about 20-30 minutes. Being online, courses can be completed using a standard Web Browser.

Please arrange for ALL relevant staff/workers to complete the induction course prior to their next visit.

How to access the course

 <p>Access the web site directly by at www.inductme.com.au/necci</p>	 <p>Complete the "Contractor PIN Registration". Your chosen PIN number must be between 8 – 15 characters long and contain one number and one symbol. i.e. Princess\$1</p>
<p>Step 1</p> <p>You will receive an email with your PIN number. This PIN (and Password) are only required if you do not complete the Induction Course at this time or when you are required to log in and renew your Induction in 12 Months time.</p>	<p>Step 2</p>  <p>Start the Contractor Induction Course and follow instructions</p>
<p>Step 3</p>	<p>Step 4</p>

At the end of the course you will receive an email with an attached Certificate/ID which must be cut out and signed. This completed card must be carried and available if requested within any participating Council work site at all times.

NOTE:

Please note that a No Induction Card, No Entry policy will be applied to all work sites.

Please contact the undersigned if you need any help or have any questions.

Yours sincerely,


Brian Doyle
 Occupational Health and Safety Advisor
 Greater Shepparton City Council
 Phone: (03) 5832 9771
 Mobile: 0417 535 314
 Fax: (03) 5831 1987
 Email: brian.doyle@shepparton.vic.gov.au
 Website: www.greatershepparton.com.au



Online Contractor Induction Course - Information

Why does Council have an online induction program?

To ensure that all contractors undertaking work or delivery services understand and follow Council's safety requirements to provide a safe work place for contractors, employees and public. An online version was chosen, as it enables contractors to access a consistent and standardised induction anywhere, anytime.

Which contractors are required to complete this Induction?

Any contractor engaged to perform works or provide services within any site controlled by or behalf of any Council participating in the North East Council Contractor Induction program.

This includes:

- Contractors
- Contractors employees who will be "on site"
- Sub-Contractors
- Consultants

Is the induction mandatory?

Yes

How will a contractor know if the induction course has been successfully completed?

Contractors will be advised immediately on conclusion of the course and Greater Shepparton City Council will also be advised via email.

Contractors will then be required to print their induction card. This card must be carried by the contractor when on any work site controlled by or on behalf of any Council participating in the Online Contractor Induction course.

What if a contractor does not pass the course?

You will have two attempts to complete the assessment once logged into the training. If you do not pass on the second attempt you will be required to log back into the course and complete it again before you can recommence the assessment. You will always have two attempts to complete the assessment before having to log back in to re-complete the course (if you do not pass). There is no limit on the number of times you can attempt the course to be able to apply for an induction card.

Contractors are asked to contact their council representative if any information or safety requirements are not clearly understood.

What if I need assistance to complete the Course?

Any persons requiring assistance to complete the course (for example) due to disability, low literacy or requires translation assistance, please advise your employer or contact your representative at Greater Shepparton City Council.

Who is my "Council Representative" or GSCC RO?

Your Council representative or GSCC RO (Responsible Officer) is the Council employee who has engaged you to perform any tasks or services for the Council.

What if a contractor misplaces their card?

When you successfully complete the online course, you will be instructed to print off the induction card, to provide appropriate protection it is suggested you laminate it or place it in a plastic sleeve for durability. If for some reason you lose your Induction Card may contact your Council representative to enquire about a replacement.

How long will the course take?

The course will take approximately 30 minutes to complete. On successful completion you will be able to print an induction card that will be valid for one (1) year.



Example induction card



What resources or equipment are required to complete the Online Contractor Induction Course?

You will require access to a computer and the internet. Once you have successfully completed the assessment you will require a printer (and preferably some durable paper/card to be able to print your card).

What if a contractor is having difficulty navigating the course?

Contractors are asked to contact their Council representative if they are having difficulty.

What if a contractor has any queries regarding the content?

All the information that you will need to answer the assessment questions is contained within the Induction course. Contractors can contact their Council representative if any information or safety requirements are not clearly understood.

What if a contractor arrives at a site without a Contractor General Safety Induction Card?

Contractors will not be allowed onto a work site without an induction card until verification of the contractor's successful completion of the course has been established.

What sites does this Induction apply to?

All Council work sites controlled by or on behalf of any Council participating in the North East Council Online Contractor Induction Course.

What if a contractor is not able to access the Induction online?

Contractors are asked to consider all the options in relation to accessing the Internet.

- Can you use your employer's computer?
- Can you access a computer at the library or an internet café?
- Can you use a family member or friend's computer?

Contractors who are not able to access the internet are encouraged to contact their representative within Council to assist with finding alternative arrangements to do so.

The program is asking me to choose a 'Council' and I am not sure what Council to choose.

Select a council that you have previously been engaged to perform work or may be engaged to perform work. Successful completion of the Online Contractor Induction Course for one Council is recognised by all other participating Councils.

I have previously pre-qualified with Rapid Global at a Council, do I have to complete the Online Contractor Induction Course as well?

Not all Councils use the same contractor management systems, those that require contractors to register with Rapid Global must also complete the Contractor Online Induction Course.

Rapid Global is a contractor management system and enables contractors to provide GSCC with information, documentation and verification on various items required to perform works for Council. The Online induction course provides all contractors and their employees with the acceptable minimum general safety requirements.

What is the cost?

Nil.

Are contractor's still required to perform / take part in, work site specific inductions?

The Online Contractor Induction is a "general" induction only. A site specific induction may still be required where identified by the Council Responsible Officer. Any further clarification or specific information on safety or legislative requirements are the contractor's responsibility to initiate and implement and will be audited and monitored by a Council representative.

Please note


It is important contractors with multiple employees completing this Online Induction Course ensure their employees provide correct and consistent details when completing the Online Induction Course.

Confirmation that employees of a contractor have successfully completed the Online Induction Course or issuing of replacement Induction Cards, may not be possible if inconsistent or incorrect information is provided during completion of the Online Induction Course.

For example

Ensure all employees are to enter consistent details i.e. – “Bill Smith Plumbing”

Do not use variations such as “Bill Smith Plumbing P/L” or “B Smith Plumbing”

TIP	
	<p>Why not take a photo of your ID Card and keep it on your phone. As long as you don't lose your phone you will have a copy of your Induction Card available at all times.</p>

To assist your employees comply with the above requirement, please enter the correct details of your company in the table below and provide copies to your employees to copy when completing the Online Induction course.

To all employees, when completing details of our company in the Online Induction Course, please use the below information exactly as written.	
Your Organisation's Name	
Primary activity of business	