

Procedure: OHS Induction Procedure

1. Purpose

The purpose of this policy is to provide guidelines for OHS Induction in the workplace that provides workers with information to safely perform required duties within Greater Shepparton City Council.

2. Scope

All workplaces and worksites including those controlled by contractors engaged by GSCC.

3. Actions Required

- Workers participate in the GSCC organisational induction
- Workers are inducted into their workplace
- Contractors are inducted to GSCC OHS requirements and worksites.

4. Definitions

My Safety – Council's Safety Management System

GSCC - Greater Shepparton City Council

GSCC RESPONSIBLE OFFICER - GSCC employee who is responsible, in part or completely for engaging and management of a contractor or other employees

HR - Human Resources Team

INDUCTION - Induction is the process of providing employees and others with relevant health and safety and other information to enable them to work safely in their workplace

WORKERS - Employees, Contractors, Volunteers and any person performing duties.

5. Responsibility and Authority

People Performance Team

Coordinate and record employee's induction.

Managers/Team Leaders/Supervisors

Ensure new or transferred employees, students, volunteers and contractors complete the required OHS inductions within work areas.

GSCC Responsible Officer

Ensure all required OHS inductions takes place prior to works beginning and documented where required.

Workers

Participate in the induction process, practice and apply requirements.

Contractors

Participate in the induction process, practice and apply requirements.

6. Procedure

General Induction

All personnel working within or for GSCC must have an Occupational Health and Safety Induction. This includes management, supervisors, office staff, work experience students, trainees, volunteers, consultants and contractors, no matter where they work.

OHS induction should include information on facilities through to emergency procedures, and the roles of personnel within their workplace.

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General OHS Induction

The OHS induction process informs workers on:

- Key aspects of the Occupational Health and Safety Act 2004
- GSCC OHS Policies and Procedures
- Hazard identification
- Key OHS personnel
- Reporting requirements
- Common risks
- Other OHS information and issues.

Workplace Specific Induction

Managers, Team Leaders and Supervisors are required to ensure new or transferred employees, students, visitors and contractors are inducted within work areas and inform workers of site specific information:

- Information on emergency procedures
- Reporting lines in the workplace
- Amenities e.g. Lunch areas, first aid, notice boards etc
- Safe work procedures, operator manuals, material safety data sheets etc
- Personal Protective Equipment required
- Responsible personnel within work groups e.g. First Aid Officer, Health and Safety Representative (HSR), Emergency Wardens and union representative.

The workplace specific induction also identifies any health monitoring or medical requirements such as:

- Hearing monitoring requirements
- Immunisation requirements

Work groups can develop occupational and work site specific induction checklists as long as they meet the minimum requirements of the Induction Checklist - Workplace.

- Refer: M11/163: Induction Checklist- Workplace

Relocated, Secondment and Movement of Workers within GSCC

Workers who for various reasons are relocated from the original area they received an induction or move between different work areas must be inducted and made aware of emergency procedures, wardens, other responsible personnel and information as stated above.

Refer:

M12/34289 Alternative Duties/Location Checklist

Plant and Machinery Hand Over Induction

- Employees accepting a new plant item must be inducted by the Plant Coordinator, using the Plant/vehicle induction checklist and may include input or assistance from
 - Manufacturer representative
 - Other competent personnel

GSCC RO must be satisfied the person inducted is competent to operate.

Contractor Induction

General OHS Online Induction

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Prior to works, contractors and contractor employees who will be working on a GSCC work site must successfully complete the Online GSCC General OHS Induction.

On successful completion of the online induction, contractors and their employees will be issued with GSCC induction card, which must be carried and presented when requested in all GSCC worksites.

Instructions:

1. **Open Web Browser to the website – www.inductme.com.au/necci**
2. **Enter the Course Code – [necci101](#)**
3. **Press the Start Course button and follow instructions**

In Person Induction

The GSCC RO may complete a documented paper based Occupational Health and Safety induction with contractors engaged to perform works for GSCC, if an online induction is not possible before works.

Refer: M12/50270: Contractor Induction / Job Safety Analysis

As a paper based induction does not provide the contractor with an “induction card”, contractors will be required to complete the online induction, if any future works are to take place.

Site Specific Inductions

GSCC RO's are responsible for ensuring a site specific induction is completed when required by, contractors, their employees and sub-contractors prior to works

By undertaking an induction, everyone working in GSCC work sites is to be informed of site specific safety requirements and hazards.

Site inductions must include:

- Scope of works
- Hazards identified and control measures in place
- Access and egress to the site
- Parking areas and traffic routes
- Amenities for the site such as toilets, lunch rooms and drinking water etc
- Safety rules for the site
- Activities where safe work procedures apply
- First aid arrangements and emergency contact details
- Emergency procedures including location of the assembly area, emergency exits, fire extinguishers and emergency contact numbers
- Personal Protective Equipment required to be worn at the worksite
- Workers safety responsibilities and reporting of hazards, incidents and near misses.

Site specific based OHS Induction training can be provided and documented in the form of a Job Safety Analysis (JSA) and is to provide participants with knowledge of the health and safety issues that are relevant to the work activities and should be based on the hazard identification, risk assessment and control measures implemented.

Refer M12/50270 Contractor Induction / Job Safety Analysis

Remote Induction

Where works and work site, are deemed to be low risk, the site induction process may be accomplished by providing contractors with a Remote Location Induction/Hazard Identification

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sheet, developed within the Department to provide contractors with particular safety information and any known low risk site hazards.

Refer: M12/60494 Remote Location Induction

7. References

Occupational Health and Safety Act 2004

8. Related Procedures and Documents

- M11/163: Induction Checklist- Workplace (Attachment 1)
- M10/103600: Induction Handout for contractors -3 fold (Attachment 2)
- M12/50270: Contractor Induction / Job Safety Analysis (Attachment 3)
- M12/60494: Remote Location Induction/Hazard identification (Attachment 4)
- M13/12886: Online Induction implementation Letter to contractors (Attachment 5)
- M11/60374: Plant/vehicle handover induction checklist (Attachment 6)
- M12/34289 Alternate duties/location checklist (Attachment 7)

(Attachment 1)

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Employee:		
Position		
Worksite Location		Start Date
Induction performed by:		
This worksite specific induction checklist is required only to be completed by Departments without a customized site specific induction checklist		
PERSONNEL		<input checked="" type="checkbox"/> or X if N/A
1	INTRODUCE TO:	
	Staff in work area	<input type="checkbox"/>
	Health and Safety Representative (HSR)	<input type="checkbox"/>
	INTRODUCE OR SHOW:	
	First Aid officer	<input type="checkbox"/>
	Contact officers	<input type="checkbox"/>
	Area Emergency Wardens	<input type="checkbox"/>
Union Representative	<input type="checkbox"/>	
FACILITIES		X if N/A
2	Workplace tour - tea room, toilet, noticeboard	<input type="checkbox"/>
	First aid room and location of first aid kits	<input type="checkbox"/>
	Emergency Exits and Assembly Areas	<input type="checkbox"/>
	Shown where personal belongings can be stored and employee parking	<input type="checkbox"/>
OCCUPATIONAL HEALTH AND SAFETY		X if N/A
3	Explain emergency procedures (Is there an E-learning course for this facility?)	<input type="checkbox"/>
	Worksite specific OH&S roles, responsibilities and/or hazards	<input type="checkbox"/>
	Discuss Safe Work Method Statements (SWMS) (specific to job)	<input type="checkbox"/>
	Incident reporting procedures, including the location of forms that need to be completed	<input type="checkbox"/>
	Safe use and storage of hazardous substances, including material safety data sheets	<input type="checkbox"/>
EQUIPMENT AND PROCEDURES		X if N/A
4	Issued and shown how to use any required personal protection equipment (PPE)	<input type="checkbox"/>
	Provided with all necessary tools, keys and equipment and/or work area has been set up. <i>Office work use Trim M11/44763 Ergonomic Checklist</i>	<input type="checkbox"/>
	All relevant licences and tickets to operate vehicles and equipment or plant have been sighted and recorded	<input type="checkbox"/>
	Appropriate break periods have been explained and understood	<input type="checkbox"/>

Employee & Manager to sign, date and place in new starter kit and return to People Performance Department	
Sign	Date
Sign	Date

Attachment 2 (For complete form refer Trim)

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Induction Handout

The Greater Shepparton City Council Responsible Officer (GSCC RO) to contact for any issues is:

GSCC RO Name: _____

Contact phone number: _____

Description of Works

All contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any GSCC work site are required to successfully complete GSCC's Online Contractor Induction Course. Contact Council for details.

GSCC seeks to promote Health & Safety awareness in the work place and all work sites. The use of Safe Work Practices by all workers is required at all times.

GSCC will, so far as is reasonably practicable provide a safe working environment. However this in no way relieves individual contractors or their employees from full compliance of the Victorian Occupational Health & Safety Act 2004, relevant Regulations and Compliance Codes / Codes of Practice and GSCC Policies and Procedures.

Work Place Health & Safety is the responsibility of all workers and GSCC requires that all workers recognise their individual health & safety responsibilities.



Safety Procedures

Trim M10/103600

Issue date: Jan 2011

- FIXED PLANT WORKS**
- Big out procedures are to be in place before operating on any plant items.
 - Appropriate manual handling aids used for heavy and awkward items
 - Work sites are to have appropriately barricaded safe route areas for pedestrians

- USE OF SUB CONTRACTORS**
- All sub contractors must be inducted to work site
 - All sub contractors must be provided with Induction Handout
 - All sub contractors are to abide by all approved safe systems of work

- HIGH RISK CONSTRUCTION WORK**
- Any high risk construction work as per WorkSafe definitions may only take place when GSCC has been provided with appropriate Safe Work Method Statements

WorkSafe Notifiable Incidents

Notification is required as soon as you become aware of the incident that results in:

- Death or serious injury.
- They include, but are not limited to, incidents that result in a person requiring:
 - Medical treatment within 48 hours of exposure to a substance
 - Immediate treatment as an in-patient in a hospital
 - Immediate medical treatment for:
 - amputation- serious head injury- serious eye injury- separation of skin from underlying tissue- electric shock- spinal injury
 - Loss of bodily function- serious lacerations

GSCC RO is to be notified
Telephone WorkSafe on 132 360

Important Phone Numbers	
Fire/Police/Ambulance	000
Poisons Help Line (24hr)	131-126
Dial Before You Dig	1100
Powercor	132-412
G.V. Water	1800 454-500
Gas	1800 676-300
Telstra	132-203

- SLIP AND TRIP HAZARDS:**
- Contractors are required to keep good housekeeping in work sites at all times.
 - Work sites are to be kept free of rubbish and waste materials and trip hazards.
 - All possible trip hazards caused due to use of plant or equipment must be appropriately addressed

- ELECTRICAL SAFETY:**
- All leads and tools used are to carry a current test and tag in accordance with industry standards.
 - Damaged tools and electrical leads are to be "tagged out".
 - Residual-current devices must be fitted to all Power boards, multiple plug boards
 - Temporary construction switchboards must comply with all relevant regulations
 - All electrical work is to be undertaken only by qualified personnel

- CHEMICAL USE:**
- Current MSDS for all chemicals used are to be retained on site and available at point of use
 - Hazardous Substances are to be used, stored and disposed of in accordance with all relevant legislation

- EMERGENCY PREPAREDNESS**
- Emergency procedures and personnel are to be in place to manage all identified emergency situations
 - An appropriately trained First Aid Officer and appropriate first aid kits are to be available on site
 - Appropriate and effective emergency procedures must be in place for all workers performing tasks in isolation or without support systems

- HAZARDOUS ACTIVITIES AND ASBESTOS DISCOVERY**
- All manual handling activities are to be identified and appropriate control measures in place
 - Appropriate risk assessments are to be conducted prior to works, to identify hazards.
 - Identified hazardous activities are to have appropriate documented control measures in place
 - Appropriate PPE to be worn when required at all times
 - Does the asbestos register need to be checked? Are there going to be demolition that may expose asbestos?
 - GSCC RO is to be notified of any asbestos discovery

- NOISE AND VIBRATION**
- Appropriate measures are to be in place to identify and reduce/control worker exposure to excessive noise and vibration
 - Appropriate PPE to be worn when required at all times

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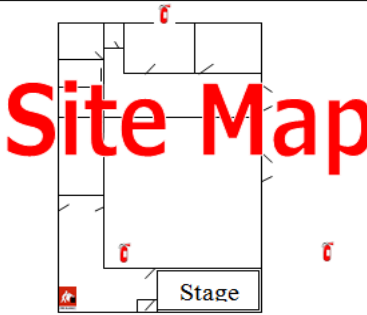

CONTRACTOR INDUCTION / JOB SAFETY ANALYSIS

SECTION 1-STAKE HOLDERS DETAILS	
GSCC RO DETAILS Greater Shepparton City Council Responsible Officer (GSCC RO): GSCC employee who has completed this form with the contractor as an induction of safety requirements or as a Job Safety Analysis (JSA) for work or services to be performed	
Date:	Name: Position:
GSCC Directorate:	GSCC Department:
CONTRACTOR DETAILS	
Company Name:	Company Representative:
Description and location of works	
Contact phone Numbers	Business Number Mobile
SECTION 2 – GENERAL INDUCTION - JSA	
<input checked="" type="checkbox"/> or <input checked="" type="checkbox"/>	
GENERAL SAFETY INDUCTION Use with Induction Handout (M10/103600) Contractors and their employees need to know GSCC safety requirements. When completed, this document provides evidence the contractor and contractor's employees have completed a General OHS Induction and been informed by the GSCC RO on the standard of safety required before performing any works/services for or on behalf of GSCC. Go to Section 3	
JOB SAFETY ANALYSIS (JSA) or (SITE SPECIFIC INDUCTION) Provide Induction Handout (M10/103600) What are the risks with the tasks to be done? What is the safest method for them to be performed? The contractor and contractor's employees have completed a general induction or GSCC online induction and accept their responsibility to perform works in accordance with appropriate legislative and GSCC safety requirements and to participate in the site specific Job Safety Analysis (JSA). Contractor's and their employees will assist the GSCC RO to identify possible hazards associated with works, complete any permits required (Hot Works or Confined Spaces), provide any Safe Work Method Statements or any other relevant information regarding safe methods of work to be performed. The GSCC RO and contractor will review the control measures and safe work methods to be implemented. If, to the best knowledge of the GSCC RO together with the provided expertise of the contractor, all identified hazards are safely addressed, works will be permitted to proceed. Go to section 4	

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(Attachment 4)

Induction Information For Remote Locations			
LOCATION:	<INSERT NAME>		
Works requested by Council Staff Member: <INSERT NAME>		Phone: <INSERT PHONE>	
Contractor Name: _____ Date: _____			
Employee/s: _____			
			
Hazard	Consequence	Control	
Discarded Needles	Needle Stick injury, infection	Inspect area. Keep clear of discarded needles. If required to remove Only handle needles with pliers/tongs or similar and place in sharps container available at ISC office	
Wet floors	Slips	Safetyboots	
Working Alone	Unattended injury	Notify supervisor or council of start and expected completion times	
Snakes and insects (bee hives and wasp nests)	Stings and bites	Inspect area and keep clear of danger. Report to council ranger	
Working at heights	Falls from heights	Working at height regulations, Contractor induction handbook	
Aggressive persons	Assault	Keep clear, call police	
Asbestos, Ceiling , wall cladding and eaves	Lung damage	Do not drill, hammer or disturb suspect asbestos material Contact Indigo Shire Officer to confirm where asbestos may be.	
Electrical Hazard	electrocution	Use RDC adaptors for electrical equipment	
Pedestrian Traffic	Accidental Contact	Mark and barricade off work area, Allow path of access, Work out of busy times	
Vehicle Traffic Hazard	Vehicle Accident	Barricade of work area, Park vehicle off main traffic	
Other Known Hazards (To be completed by Council Staff Member)			
<INSERT>			
Other Hazards noted on day of work (To be completed by Contractor)			
CONTACTS			
EMERGENCY:	000	GAS:	EMERGENCY 132 771 (Energy Safe Victoria)
ELECTRICITY:	EMERGENCY 13 17 99 (SP Ausnet) EMERGENCY 13 23 56 (Country Energy)	WATER:	NORTH EAST WATER

Attachment 5 (For complete letter refer Trim)



To: The Greater Shepparton City Council Contractor

Re: Occupational Health and Safety Policy and Procedure

Implementation of 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 at 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 or
- contact your Council representative to arrange a suitable time frame.

Instructions:

1. **Open your Web Browser to the website – www.inductme.com.au/necci**
2. **Enter the Course Code – [necci101](#)**
3. **Press the Start Course button and follow instructions**

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.

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.

Trim M13/12886

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Plant and vehicle handover induction checklist

Name of regular Driver/Operator:	Date:
Fleet vehicle number	

ASSESSMENT CRITERIA		YES	NO	N/A
Vehicle				
	1. Vehicle request form completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Mobile Plant OH&S Risk Assessment M10/102269 completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver				
	3. If special purpose, does it meet requirements of driver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Required licences for this plant/vehicle have been sighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Driver provided with Fleet Policy Trim location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. Driver aware of any log book or driver hours requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. What, how and where to report faults or maintenance issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. Provided with pre start check list (Plant) and/or Vehicle Glove Box Guide (Fleet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. Driver given the '10-Minute Walk-Around Inspection' checklist or pre start checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Information				
	10. Location of required tyre pressure label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11. Location of tyre jack, jack points and jack operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12. Location of spare wheel and type (if temporary wheel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13. Location Service due sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14. Location of radiator level and refill requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15. Location of windscreen washer bottle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16. Engine oil, automatic gearbox, power steering and brake fluid oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17. How to check items on pre start checklist eg. <ul style="list-style-type: none"> • hydraulics - leaks, damage, connections • pivots, rams, lift arms, bucket pins. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation				
	18. Location of drivers or instruction manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19. Proper use and limitations of vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20. Location and information on fuel card use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21. Fuel type and location of cap and opening lever	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22. All operational gauges and warning devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23. Location and operation of Head lights, hazard lights, wipers and turn signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24. Seat and Side mirrors adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25. Special operation of vehicle key remote or start up procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Alternate duties/location checklist

Employee:		
Position		
Start Date		
Worksite Location		
Induction performed by:		
		<input type="checkbox"/> or <input type="checkbox"/>
1	<ul style="list-style-type: none"> Employee advised of new or alternate duties with enough notice to make any necessary arrangements, e.g. lunch, personnel issues. Advised of Start / Finish times, breaks times Position Description/ KRA's 	
2	Supervisor/ Team Leader to assess person is competent to perform required duties	
3	Required licences and tickets to operate vehicles and equipment or plant are checked	
4	<ul style="list-style-type: none"> Employee shown appropriate SWMS and signed off by employee Supervisor is satisfied of competency Employee shown any hazard identification Employee shown any specific safety requirements 	
5	<ul style="list-style-type: none"> Induction done for any Plant / equipment to be used (including servicing requirements) Supervisor is satisfied with demonstrated competency of employee to use. 	
6	<ul style="list-style-type: none"> Provided with all necessary tools, keys and equipment. Issued and shown how to use any required personal protection equipment (PPE) 	
7	<ul style="list-style-type: none"> Employee advised of emergency and first aid procedures. Employee advised of any alternative communication requirements 	
8	Employee shown any appropriate work place facilities e.g. toilets, first aid room	
Other comments		

Manager / Supervisor.....

Employee.....

Trim M12/34289