

Contractors Induction Booklet

Date _____

Contractor's Name: _____

Business Name: _____

The following information relates to Work Health & Safety and has been designed and implemented by the Owner's Corporation (OC) and the Building Manager to ensure your safety and the safety of others whilst conducting work within the Avanti Apartments Complex.

We ask that you read over the information thoroughly and sign where requested.

Please return the entire Induction booklet within seven (7) days and attach the following documents:

- Workers Compensation Certificate
- Public Liability Insurance Certificate
- Professional Indemnity Insurance Certificate (where applicable)
- Quality, Health and Safety and Environmental Awareness Accreditations

Your attention to this matter is appreciated and we will look forward to a successful working relationship.

Regards,

Owners Corporation
Avanti Apartments
SP78122

Revision History

Revision Number	Date	Comments
01	17/2/14	Release issue-including Electrical tag and test
02	4/3/14	Revision Table Added
03	17/04/14	Modify Electrical Work Requirements
04	16/11/15	Contractor Sign in and Out Procedure

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1. SITE SPECIFIC INDUCTION

The Avanti Apartments Owners Corporation is committed to provide a safe environment and working conditions for all contractors, business employees, residents and visitors.

The purpose of this document is to:

- Provide and educate all contractors' wanting to work at Avanti with Work Health and Safety (WHS) policies and procedures
- Define the responsibilities of contractors
- To ensure that contractors understand Avanti's policies and procedures and signify their understanding of the policy by signing this agreement.

2. CONTRACTOR WH&S POLICY

Avanti Apartments is committed to responsibilities under WH&S legislation by providing an environment that is safe and focused to eliminate or minimise risk to health and safety. This commitment extends to all contractors, subcontractors and their employees. Avanti is committed to the implementation of preventative strategies that are integrated into day-to-day operational management. To achieve this goal, Avanti Apartments has set minimum WH&S standards and requires all contractors to demonstrate their capacity to meet these standards. Avanti representatives will assist with implementation of the health and safety performance of the contractors that they engage. This responsibility includes:

- monitoring contractors to ensure work is conducted in a safe manner
- The workplace is maintained in a safe condition.
- The authority to cease work if WHS standards are not being met during the execution of the work

Contractors are unable to enter the complex without a signed induction form being presented to Building Management or Security.

3. SUB-CONTRACTORS WH&S RESPONSIBILITIES

All contractors, sub-contractors and their employees are expected to:

- Develop and follow safe work procedures
- Provide supervision and training to ensure compliance with safe work procedures
- Have a reporting system in place for all injuries, illnesses, hazards and near-misses and to comply with Avanti Apartments reporting requirements

Avanti Apartments is committed to the implementation of this policy throughout the organisation and will conduct a regular review of the effectiveness.

4. AVANTI APARTMENTS WH&S OBLIGATIONS

Avanti Apartments recognises its ethical and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers, residents and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

5. OBJECTIVES

Avanti Apartments will:

- Provide a safe environment and systems of work
- Provide procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Ensure contractors and/or their representatives are consulted about changes to work systems and procedures
- Provide support and assistance to contractors.

6. RESPONSIBILITIES

Avanti Apartments Owners Corporation is responsible for implementing this policy:

Responsibilities include:

The provision and maintenance of the workplace in a safe condition

Involvement in the development, promotion and implementation of health and safety policies and procedures, and in consultation with their staff.

Training employees in the safe performance of their assigned tasks (where applicable)

The provision of resources to meet the health and safety commitment

7. TOOLS AND EQUIPMENT

Contractors must ensure they provide all necessary tools, equipment and in particular, protective safety and access equipment that may be required to undertake the work.

Under no circumstances are contractors to use the facilities or equipment of Avanti Apartments unless with the specific approval of Avanti management.

Contractors must also ensure they and their employees are appropriately trained in the use and maintenance of equipment.

8. ELECTRICAL POWER TOOLS, ELECTRICAL APPLIANCES AND ELECTRICAL EQUIPMENT – INSPECTED, TESTED AND TAGGED

I confirm that prior to conducting any work at Avanti Apartments; all electrical equipment to be used has been inspected by a suitably competent person to carry out the task of inspecting and testing electrical equipment in accordance with all relevant codes, legislation and requirements.

I agree that if any electrical power tools, electrical appliances and/or electrical equipment being used to conduct work at Avanti Apartments are found to not have a valid tag as proof of being inspected and tested, I will be asked to cease work immediately and leave the site.

Signed _____ Date _____

9. REPORTING OF INJURIES

Contractors are responsible for the treatment of their sick and injured employees.

Contractors are required to record and investigate any incidents associated with their services and forward the results to the Avanti management.

SAFETY REQUIREMENTS

10. HOUSE KEEPING

Working areas, stairways, passages and safety exits must be kept clear of obstructions at all times. If required, working areas must be barricaded off and appropriate warning notices erected.

11. PERSONAL PROTECTIVE EQUIPMENT

Contractors must wear suitable protective clothing and equipment appropriate to the task. This may include: respirators, gloves, glasses, safety footwear, fall protection and hearing protection

Contractors shall ensure that protective equipment is maintained and used by their employees and sub-contractors in relation to hazards associated with their work.

12. HAZARDOUS MATERIALS & ENVIRONMENTAL MANAGEMENT

The contractor must obtain approval for any hazardous substances prior to delivery to site. Contractors will be responsible for the safe keeping of all hazardous substances used. When not in use, all hazardous materials must be stored in approved storage facilities. Hazardous substances shall be appropriately labelled and the relevant material safety data sheets (MSDS's) presented to Avanti Management and kept on site.

In the event of a hazardous substances spill contractors must immediately report to Avanti management who will then assess the area and may inform the EPA.

Negligence to report environmental issues may result in prosecution under the (protection of environment operations 1997)

13. LADDERS

Working at heights requiring ladders to be extended will require a second contractor to hold and secure the ladder. All work to be carried out beyond the length of a standard ladder will require scaffolding or an elevated work platform (EWP) before any work commences.

14. ELECTRICAL WORK

Immediately prior to the commencement of any work involving electrical wiring and/or equipment, contractors must contact Avanti Management for approval. Qualified, licensed and trained or deemed competent personnel must carry out all electrical isolations. Work on any isolated equipment must not commence without full application approved lockout procedures.

Signed _____ Date _____

15. WORKING AT HEIGHTS

Contractors working at heights must ensure that they provide Avanti Management with their certification. Harnesses shall be worn at all times when working in such an environment that may pose a risk of falling. Regular inspections and the documentation of fall restraint systems must be evident.

16. PUBLIC SAFETY

Contractors shall take suitable precautions to protect the safety and welfare of the residents, employees, visitors and public. The contractors shall provide appropriate barriers/screens etc to protect all persons from any hazards generated and prevent any exposure.

17. HAZARDOUS AREAS

All contractors are to be aware that there are numerous hazardous areas on the site that will require restricted access and precautions when working in the designated areas. A list of the Hazardous Areas is available from Avanti Management.

18. BEHAVIOUR AND SEXUAL HARASSMENT

Contractors must behave in a manner that does not discriminate or offend any of the Residents, employees or visitors to Avanti. Sexual harassment is a criminal offence and will be reported to the NSW Police in any such event.

19. LICENCE VERIFICATION

Contractors must provide evidence of employee and/or sub-contractor qualifications for specific licenced trades, plant and equipment.

20. FIRE PREVENTION

Fire protection equipment is located throughout the building. Use of firefighting equipment must be reported to Avanti management. Contractors are responsible for fire protection at the workplace. Fire prevention shall be taken into consideration when determining work methods and selecting tools and equipment for use at the worksite. Contractors are responsible for ensuring that flammable liquids are stored in closed appropriate containers – which are labelled as per regulations to identify contents. A Hot Work Permit is required for any activity likely to produce a source of ignition and includes: welding, gas cutting, soldering, blast cleaning, use of spark producing tools and use of portable electrical equipment not approved for hazardous area. Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered without the authorisation of Avanti Management.

21. MANUAL HANDLING

All manual-handling tasks should be assessed in accordance with the manual handling regulations and Code of Practice. Where practicable lifting aids should be used to minimise risks.

22. WORKERS COMPENSATION INSURANCE

All NSW employers must have a worker's compensation policy to insure themselves against compensation claims for workplace injuries if they pay more than \$7,500 in wages, employ an apprentice or trainee, or are part of a group for premium purposes. Prior to the commencement of work, the contractor must ensure that they have in place the insurance policies and provide copies to Avanti Management. It is the responsibility of the contractor to ensure that any employee or sub-contractors are noted as insured on their policies or that the sub-contractors have similar policies in place. All policies must be in place for the duration of any work being conducted. Contractors must deliver to Avanti Management certificates of currency for all insurances prior to the commencement of any work.

23. PUBLIC LIABILITY

Contractors must possess a public liability in their company name for an amount of no less than \$20,000,000 for any one incident.

24. CLEANING UP AFTER THE WORKS ARE FINISHED

The Contractor shall be responsible for cleaning of the area where the work was carried out, and the cost of:

- Repair of any damage to the general area surrounding or part of the works
- Cleaning up at the end of each work session (unless specifically agreed with the Building Manager)
- Cost of additional cleaning by the OC if the above item is not carried out.

25. CONTRACTOR SIGN IN AND OUT PROCEDURE

All PCBU's must adhere to the Avanti Apartments attendance policy and procedure. Workers must sign in and out of the contractor attendance book each day.

26. SITE INDUCTION FORM

Induction No _____

Interpreter required: Yes No		Language:
Employment Details: <input type="checkbox"/> Fulltime <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Sub contractor <input type="checkbox"/> Other		
Employer:		Address:
Contact Name:		Phone:
Your Job Title/Description <i>e.g. (Cleaner, Plumber etc):</i>		
Personal Details		
Surname:		First name:
Address:		
Date of birth:		Phone:
Emergency Contact Details		
Name:	Relationship:	Phone:
Allergies/Injuries		
Yes No	<i>(If yes please state):</i>	
Taking Medication		
Yes No	<i>(If yes please state):</i>	
Certificates of Competency		
Classes code <i>e.g. (WP, LF)</i>	Class: <i>e.g. (Work platform, Forklift)</i>	License Number:
Trade Qualifications (<i>e.g. Electrical, Plumbing, Carpentry</i>)		License Number
Safety Induction Acknowledgment		
<p>1) I have completed Avanti Apartments site-specific safety induction and I will comply with all relevant and current health and safety standards, legislation, rules, requirements and any reasonable Health and Safety instructions given to me by the workplace/site management and/or representatives.</p> <p>2) I am aware of and will comply with health and safety requirements in relation to all aspects of the work that I am to carry out at Avanti Apartments for or on behalf of the Body Corporate SP 78122 or whilst within any part of the complex including common property and I will conduct a risk assessment prior to carrying out any task and I will request, provide and/or use all necessary PPE, plant, tools and equipment and utilise/implement all correct and compliant work procedures required to carry out the work in a safe and environmentally compliant manner.</p> <p>3) I certify the above information is true and correct and I do not have any pre-existing injury or illness that will be aggravated and/or put me at risk of injury and/or preclude me from carrying out the work that I have been employed to undertake.</p>		
Signature: _____		Date: / /
Inducting Officer's Signature: _____		Date: / /