



Contractor Induction Form

All Avondale College of Higher Education contractors must complete this induction prior to commencement of any work on site.

Induction is to be given to all contractors who will be on site or who have not worked at Avondale for more than 12 months.

Any person who intends working on site is expected to comply with current WHS legislation and regulations. Contractors must operate using safe work practices at all times and adhere to Avondale site regulations.

Workplace Requirements	Initial
Speed Limit From the front gate to the gate house is 50 km/h. The College campus speed is 40 km/h. Caution to be used in all areas - pedestrian traffic	
Emergency Evacuation Notify Security 4980 2333 internal phone 333 Before commencing work at this site, identify emergency exits and assembly points in your area Do not return until directed by Emergency Controller or Chief Warden	
Emergency Phone Numbers Extension 333 – notify Avondale security Emergency services dial 0 - 000 available on all internal phones	
Fire Extinguishers Familiarise yourself with the location and type of fire extinguishers Know the location of fire hose reels closest to your work area Negligent activation of a fire alarm may incur a charge-out fee	
Parking requirements Contractors should heed parking signs Where this is not practicable, seek advice and comply with instruction from property manager regarding parking arrangements	
Restricted Areas Dormitories - unless authorized by property manager Confined spaces - unless authorized by property manager	
First Aid If needed call security 4980 2333 (ext.333) Extra kits located throughout Avondale	
Personal Protective Equipment (PPE) Contractors to comply with all PPE requirements as per safe work practice	
Hazardous Substances Do not handle any hazardous substances / dangerous goods without the permission of Property Manager All hazardous substances brought onto site must be accompanied by the relevant Safety Data Sheet	
Manual Handling Use appropriate manual handling techniques when lifting If object is too heavy or awkward - seek assistance	
No Smoking Policy No smoking is permitted anywhere on the estate	
No Alcohol / Drug Policy	

No alcohol / illicit drugs are permitted anywhere on the estate	
Security Avondale takes no responsibility for loss of valuables on this site Any loss of College keys must be reported to Security without delay Access to dangerous areas should be controlled at all times	
Machinery Contractors to supply all PPE gear Contractors to always adhere to Avondale SWMS and safe work standards Contractors to present appropriate licences or certification before commencing any works on site	
Hazards in immediate area Risk assessment to be completed prior to commencing any works	
Hot Work Permit Do not commence any hot work until issued with a Hot Works Permit	
Electrical Tag and test All equipment must be tagged and in date Any electrical work must comply with Avondale SWMS and safe work standards	
Roof Access Not permitted unless fully inducted and authorised by property managers office	
Scaffolding Scaffolding higher than 4m must be erected by a licensed scaffolder	
Project Area Containment Access to work area must be suitably controlled (e.g. Signage and barriers)	
Legalities Must complete all required documentation prior to commencement Must be willing to comply with all applicable acts and regulations	

TRAINER:

I, _____ (Trainer), have shown _____
(Contractor)

representing _____ (Company) and contracted in the capacity of _____
the above stipulations, and have evidence that they have understood the requirements thereof.

Signature: _____ Date: _____

TRAINEE:

I, _____ (Trainee), have been shown the requirements listed above, and understand all that I need to comply with these stipulations.

Signature: _____ Date: _____

Contact telephone number: _____

E-mail address: _____