



General Induction Form

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

Workplace Requirements	Initial
Speed Limit <ul style="list-style-type: none"> • 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. Be aware of cyclists and pedestrian traffic 	
Emergency Evacuation <ul style="list-style-type: none"> • Notify Security 4980 2333 internal phone 333 • Before commencing work at this site, identify emergency exits and assembly points in your area • In the event of an evacuation, do not return to your office until directed by the Emergency Controller or Chief Warden 	
Emergency Phone Numbers <ul style="list-style-type: none"> • Extension 333 – notify Avondale Security • Emergency services dial 0 - 000 available on all internal phones 	
Fire Extinguishers <ul style="list-style-type: none"> • Familiarise yourself with the location and type of fire extinguishers in your area • 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 <ul style="list-style-type: none"> • Contractors should heed parking signs Where this is not practicable, seek advice and comply with instructions from Property Management regarding parking arrangements 	
Restricted Areas <ul style="list-style-type: none"> • Dormitories - unless authorized by Property Manager • Confined spaces - unless authorized by Property Manager 	
First Aid <ul style="list-style-type: none"> • If needed call Security 4980 2333 (ext.333) (they are trained first-aiders) • Extra first aid kits are strategically located around the campus 	
Personal Protective Equipment (PPE) <ul style="list-style-type: none"> • Sessionals and guests must comply with all PPE requirements as per safe work practice 	
Hazardous Substances <ul style="list-style-type: none"> • Do not handle any hazardous substances or dangerous goods without the permission of the Property Manager or department head • All hazardous substances brought onto site must be accompanied by the relevant Safety Data Sheet 	
Manual Handling <ul style="list-style-type: none"> • Use appropriate manual handling techniques when lifting • If object is too heavy or awkward - seek assistance 	
No Smoking Policy <ul style="list-style-type: none"> • No smoking is permitted anywhere on the estate 	
No Alcohol / Drug Policy <ul style="list-style-type: none"> • No alcohol or illicit drugs are permitted anywhere on the estate 	

Workplace Requirements	Initial
Security <ul style="list-style-type: none"> • Avondale College of Higher Education takes no responsibility for the 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 <ul style="list-style-type: none"> • Do not operate fixed plant or machinery unless authorised by Property Manager or WHS Coordinator • Please ensure that the correct PPE is worn at all times • Operators must always adhere to Avondale SWMS and safe work standards • Operators of machinery must present appropriate licences or certification to Property manager or WHS Coordinator before using machinery on site 	
Hazards in immediate area <ul style="list-style-type: none"> • A risk assessment must be completed prior to operation of machinery or plant • Be alert to potential hazards institute appropriate control measures. Report to Property Management or WHS Coordinator if further assistance is required in managing hazards. 	
Hot Work Permit <ul style="list-style-type: none"> • Do not commence any hot work until issued with a Hot Works Permit 	
Electrical Tag and Test <ul style="list-style-type: none"> • All electrical equipment must be tagged and in date 	
Roof Access <ul style="list-style-type: none"> • Not permitted unless fully inducted and authorised by Property Management 	
Scaffolding <ul style="list-style-type: none"> • Scaffolding higher than 4m must be erected by a licensed scaffolder 	
Project Area Containment (Construction, maintenance or similar) <ul style="list-style-type: none"> • Access to work area must be suitably controlled (e.g. Appropriate signage and barriers) 	
Legalities <ul style="list-style-type: none"> • Must complete all required documentation prior to commencement of operations on site • Must be willing to comply with all applicable WHS acts and regulations 	

Facilitator:

I, _____ (Facilitator), have shown _____ (Worker/Visitor) the above stipulations, and have evidence that they have understood the requirements thereof.

Signature: _____ Date: _____

Worker/Visitor:

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

Signature: _____ Date: _____

Contact tel. number: _____ E-mail: _____