

## Procedure

### 1. Objective

The aim of this procedure is to outline the induction requirements for employees, contractors and visitors to provide them with enough information to safely do their work before they go onto a worksite.

### 2. Scope

This Procedure applies to employees, contractors and visitors to our sites

### 3. Relevant Policy

This Procedure gives effect to the OHS Policy.

### 4. Authority

The Managing Director GMW is responsible for the approval of this Procedure.

The General Manager CPOP is responsible for the endorsement of this Procedure.

### 5. Definitions

#### GMW

GMW means Goulburn-Murray Water.

#### Visitors:

- Persons visiting a GMW site Office. This includes GMW employees who visit an office or site that is not their normal workplace.
- Persons who are invited to site for inspection purposes only. (E.g. GMW staff, MDBC staff, Tenderers, Contractors and consultants.)
- Self-invited visitors. (e.g. individuals or groups of persons who request guided tours)

#### Visitors do not include:

- Persons (invited or uninvited) visiting only points provided specifically for general public access (e.g. Public viewing areas, public recreation areas)
- Agency/Authority personnel who have as-of-right access to GMW lands (e.g. Telstra, Powercor, VicRail, Police, CFA etc).
- Lease/licence holders.

#### Visitors Pass Book

- A Visitors Pass Book shall be maintained and utilised on each GMW Site for the purpose of recording relevant information
- All site visitors and contractors shall sign the Visitors Pass Book
- Visitors Pass Books shall be of the corporate style to ensure privacy laws are met.
- Goulburn-Murray Water Representative
- The GMW Representative is an officer of the Authority who is familiar with the site and the hazards and risks pertinent to that site and to the areas to be visited.

## OHS Procedure 34: OHS/EMS Induction Procedures

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##### Procedural Overview

Task	Details	Competencies
<b>DM # 4068420</b>  <b>New Employee General OHS Induction S 1.1</b>	<ul style="list-style-type: none"> <li>The GMW new Employee General OHS Induction includes the following: <ul style="list-style-type: none"> <li>GMW's OHS &amp; EMS Policies</li> <li>A summary of GMW's OHS and Environmental Management System</li> <li>A Competency Assessment</li> </ul> </li> <li>The induction shall be undertaken by all new employees on their first day of employment with GMW and the Competency Assessment completed.</li> <li>The Employee General OHS Induction is conducted electronically.</li> <li>An email with the link to the GMW on line induction will be sent to the new employee and their manager on their first day.</li> <li>A competency assessment will be electronically completed as part of the induction. If over 20% of questions are incorrect the induction will automatically revert to the start and need to be undertaken again.</li> <li>If over 20% of questions are incorrect on the third time the induction is undertaken, a member of the OHS team will contact the new employee to administer a face to face induction.</li> <li>To ensure all personnel are kept up to date with changes to the OHS &amp; EMS management systems an annual refresher shall be undertaken by all.</li> </ul>	
<b>DM # 4068420</b>  <b>Visitor OHS Induction S 1.2</b>	<ul style="list-style-type: none"> <li>Visitors are exempt from induction if only accessing public land on site.</li> <li>Every visitor shall be inducted on each and every visit to a site, and be constantly supervised.</li> <li>All visitors (including large groups) to GMW offices must be inducted to the office, sign the Visitor Pass Book and wear and display the visitors tag on their person.</li> </ul>	
<b>DM # 4068420</b>  <b>Contractor General OHS Induction S 1.3</b>	<ul style="list-style-type: none"> <li>All contractors must undertake the contractor General OHS Online Induction <b>before commencing</b> work for GMW.</li> <li>All relevant contract documentation contains the requirement and instructions for completing the General OHS Online Induction requirement</li> <li>If an inducted contractor arrives on site without their induction card an online database can be accessed to check the induction status of that contractor.</li> <li>If the contractor has lost their induction card, a replacement can be reprinted from their original email.</li> <li>If their original email has been deleted, a copy of the induction card can be sourced from DM from the file - <b>Contractor Online Induction Emails</b>, file number - <b>2010/1121/1</b>. A search under this file number and the contractors name will produce the original induction card, which can then be reprinted.</li> <li>The General OHS Online Induction web address is: <a href="http://www.inductme.com.au/gmwater/">http://www.inductme.com.au/gmwater/</a>. A link to this website is available from OHS intranet home page.</li> <li>On arrival at a GMW workplace the contractor must: <ul style="list-style-type: none"> <li>Produce their valid general induction card and photo identification</li> <li>Undergo a site specific induction and sign onto a site specific induction register – only once for the duration of work on that worksite</li> <li>Produce any certificates of competencies for viewing</li> <li>Sign onto the SWMS for the task they are undertaking</li> </ul> </li> <li>Previously inducted contractors attending directly to a remote site may by arrangement phone the site/office on their arrival and departure for their details to be included into the visitors/contractors log book.</li> </ul>	

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<p><b>DM # 4068420</b></p> <p><b>Contractor General OHS Induction S 1.3 Cont.</b></p>	<ul style="list-style-type: none"> <li>If a contractor: <ul style="list-style-type: none"> <li>Has low literacy, no access to a computer, the internet or an email address; <b>OR</b></li> <li>If a contractor fails to undertake the online general induction before arriving on site and there is no access to a computer,</li> </ul> <p><b>THEN</b></p> <ul style="list-style-type: none"> <li>they must undergo a paper version of the induction (before commencing work), using the <b>Contractor General HSE Induction - Paper Version : DM #2937056</b>.</li> <li>After the contractor has completed the induction and answered all questions correctly they must fill out the front page with their personal details and sign the disclaimer stating that they give a GWM representative permission to enter their details into the system.</li> <li>The GMW representative must sign the front page verifying that all questions have been answered correctly.</li> <li>The front page of the induction must be kept on file for the duration of the induction (12 months).</li> <li>On return to an office the GMW representative will transcribe the information from the paper version into the online system in order to produce the induction card.</li> </ul> </li> <li>Two weeks prior to the induction expiry, the contractor will receive an email instructing them to redo the induction. The contractor is responsible to monitor the due date on their induction card and repeat the online induction before the card expires. A new induction card will be issued when the induction is repeated.</li> </ul> <p>If contract managers wish to directly contact contractors, the following document is available for use : <b>Contractor General HSE online Induction - Requirements &amp; Instructions</b> (Attachment 3 – DM #4068420)</p>	
<p><b>Site Inductions S 4.4</b></p>	<ul style="list-style-type: none"> <li>The site supervisor will conduct the <b>GMW Site Induction</b> and ensure that the <b>GMW Site Induction Register</b> (Attachment 1 – DM #4068420) is signed.</li> <li>On arrival to a GMW site all employees and contractors working on the site must undergo the <b>worker</b> component of the <b>GMW Site Induction</b> and sign onto the GMW Site Induction Register. The site induction should be conducted <b>once only</b> for the duration of works on that specific site.</li> <li>All visitors and delivery drivers to site must undergo the <b>visitor/delivery driver</b> component of the <b>GMW Site Induction</b> and sign onto the GMW Site Induction Register. Visitors and delivery drivers must undergo the induction and sign onto the register <b>every time</b> they visit the site for the duration of works on that specific site. Visitors and delivery drivers must remain under constant supervision of a nominated person.</li> <li>The construction induction card, relevant and up to date licences and certificates of competency for contractors shall be sighted by the site supervisor. It will be recorded in the GMW Site Induction Register that they have been sighted. Details of the construction induction card, licences and certificates of competencies do not need to be recorded on the GMW Site Induction Register.</li> <li>All employees and contractors must review, discuss and sign onto the SSWMS for any tasks conducted.</li> </ul>	

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### 7. Flow chart

None provided for this procedure:

### 8. Responsibilities

Who	Responsibility
Managing Director	<ul style="list-style-type: none"> <li>Final authorisation of this procedure</li> <li>Resources to ensure that this procedure can be complied with</li> </ul>
General Managers	<ul style="list-style-type: none"> <li>Review OHS Policies and Procedures with the objective to provide strategic direction and priorities for OHS management within GMW.</li> <li>To ensure that managers and employees under their control understand and comply with this procedure</li> </ul>
Unit/Area Manager	<ul style="list-style-type: none"> <li>Ensure that all relevant staff are aware of this procedure and are familiar with its contents</li> <li>Ensure that all relevant staff are trained in the application of the procedure</li> <li>Ensure that local arrangements are in place to ensure all Visitors, Contractors and Employees are OHS inducted as per this procedure</li> </ul>
GMW Representative	<ul style="list-style-type: none"> <li>Ensure that these procedures are implemented</li> <li>Provide feedback on improvement to these procedures</li> </ul>

### 9. Associated Documents

Document name	DM#
<ul style="list-style-type: none"> <li><a href="#">OH&amp;S Guidance Notes : Procedure 34 – OHS/EMS Induction</a></li> <li><a href="#">GMW Site Induction</a></li> <li><a href="#">GMW Site Induction Register</a></li> <li><a href="#">Contractor General OHS Induction - Paper Version</a></li> <li><a href="#">Contractor General OHS Induction - Requirements &amp; Instructions</a></li> <li>Visitor Pass Books – Available from Facilities at Casey Street Tatura.</li> </ul>	4068420 2908081 2901964 2937056 2936491

### Procedure

#### 10. Document Control

Version DM#	Approval Date	Approved by	Approval memo DM#	Document owner	Review Due
1981324-v14	9 June 2015	John Calljea, Managing Director GMW	N/A	GM CPOP	As required

Summary of Changes	Version #	Date
Change to new corporate format	14	5 March 15