

THE GEELONG COLLEGE

Contractor Induction



Induction Contents

- Welcome and Introduction
- Campus Information
- Work Environment
- Workplace Health & Safety
- Emergency Management
- Personal Conduct

Welcome to The Geelong College

Key contacts

- **Property Manager** - Greg Tomkins
- **Project Manager** - Brad Carr
- **Grounds Manager** – Mitch Povey
- **Recreation Centre Manager** – Tristan Read
- **Director of ICT** – Mark Nurnaitis
- **Risk & Compliance Officer** – Louise Snell



Engagement

- Contract Awarded
- Work Health Safety Induction
- Complete the Contractor & Provider Online Due Diligence Form

Attachments;

1. Public Liability Insurance \$20Million
 2. Professional Indemnity Insurance
 3. Worker's Compensation Insurance
 4. Working With Children Checks
 5. Permits and Licenses (for large numbers of staff attach Xcel spreadsheet)
 6. Evidence of COVID – 19 double vaccination
- Campus specific Induction – with designated TGC key contact
 - Information hand over
 1. Excavation Permit Form
 2. Safe Work Method Statements
 3. Risk Assessments

Work Environment

Dress Requirements



High vis vests / shirts

(Compulsory on designated construction and project sites)



Shoes must be enclosed and sturdy

(no thongs or sandals)



Safety glasses when required



Hearing protection when required

Work Environment

Weather Conditions



Working safely in **hot** weather



Drink plenty of water



Sunscreen / SunSmart



Caution in Extreme Weather Conditions

Work Environment

Housekeeping



Work areas to be kept neat and tidy at all times



Rubbish put into bins and not left at work site



Walkways must be kept clear

Work Environment

Smoking

The Geelong College is a Smoke free zone



Alcohol and Drugs

Zero Blood Alcohol Level to undertake duties

- Possession, selling or the use of Drugs and/or Alcohol is not permitted, and will not be tolerated on site
- Workers must not be under the influence of Drugs or Alcohol (including prescription medication that may affect work)
- Breaching this rule may result in disciplinary action and/or dismissal



Work Environment

Vehicles and Mobile Plant

Speed limits **MUST** be adhered to onsite



Seat belts must be worn

No entry to campuses with Mobile Plant unless prior approval

Parking is limited and only permitted in designated areas

- no parking on ovals/grassed areas
- no driving on pedestrian paths

No Access to campuses outside of work hours unless approved

Children or pets are not allowed on site

Work Health & Safety

TGC Policies

[BUS06VisitorsPolicy.pdf](#)

[OHS04ManualTasksPolicy.pdf](#)

[GPP08GuidelinesforHeatPrevention.pdf](#)

[OHS10WorkinginIsolationPolicy.pdf](#)

[OHS15OHSRiskManagementPolicy.pdf](#)

[OHS06PreventionofFallsPolicyProcedure.pdf](#)

Workplace Health & Safety

The Geelong College is committed to providing a safe workplace

Safety will not be compromised
Safety is everyone's responsibility



Workplace Health & Safety

What can YOU do?

- Report injuries and incidents to your supervisor the same day it occurs
- Assist in investigations of accidents
- Do not use equipment you have not been trained and/or authorised to use



Workplace Health & Safety

If you are Injured..

- You must notify your TGC Key Contact
- They will arrange transport to a Doctor if required
- The TGC Key Contact will work with Contractor to complete an online incident form

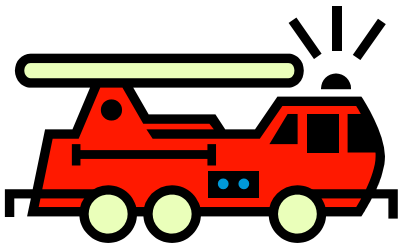
<https://geelongcollege.cspace.net.au/LogAnIncident>



Workplace Health & Safety

Emergency Management Procedures

- If you identify 'fire/gas leak' or other type of emergency, notify your TGC key contact immediately
- Evacuate to designated evacuation point for the campus (see next page for Way finding maps)
- Do not leave campus without notifying someone of authority



Emergency Management

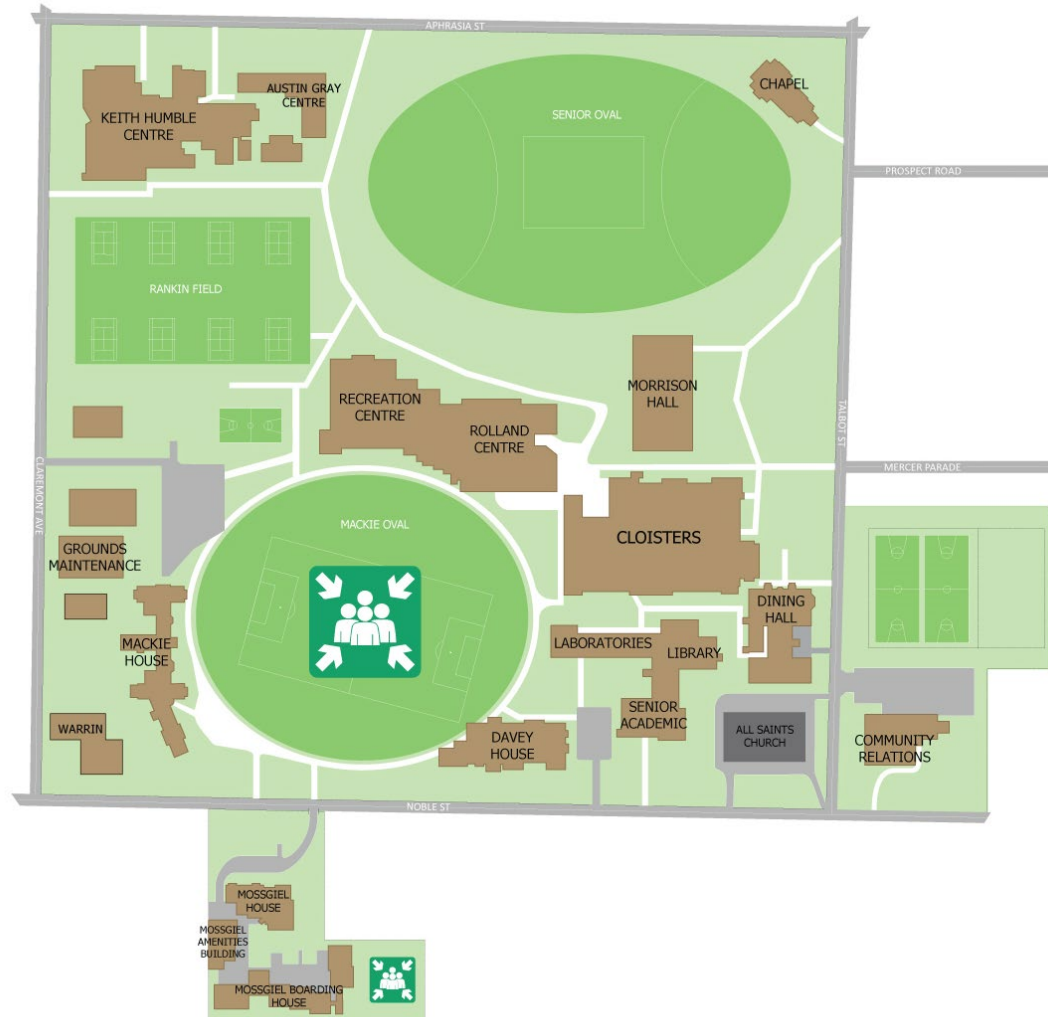
Junior/Middle School



EMERGENCY PROCEDURES				
R	REMOVE ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO			
A	ALERT ALL PEOPLE NEARBY AND RAISE AN ALARM - CALL 000			
C	CONFINE SMOKE AND FIRE, CLOSE DOORS AND WINDOWS IF SAFE TO DO SO			
E	EVACUATE BUILDING AND MOVE TO THE EVACUATION ASSEMBLY AREA			
EVACUATION TONE (BEEP.. BEEP.. BEEP..) Standby for further announcements	LOCKDOWN <table border="1"> <tr> <td>DISCREET NO TONE (N/A SIGNAGE ON TV SCREENS)</td> <td>INDISCREET TONE (WHOOP.. WHOOP.. WHOOP.. LOCKDOWN .. LOCKDOWN)</td> </tr> </table> Commence Lockdown		DISCREET NO TONE (N/A SIGNAGE ON TV SCREENS)	INDISCREET TONE (WHOOP.. WHOOP.. WHOOP.. LOCKDOWN .. LOCKDOWN)
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Emergency Management

Senior School



EMERGENCY PROCEDURES				
R	REMOVE ASSIST ANY PERSON IN DANGER IF SAFE TO DO SO			
A	ALERT ALL PEOPLE NEARBY AND RAISE AN ALARM - CALL 000			
C	CONFINE SMOKE AND FIRE, CLOSE DOORS AND WINDOWS IF SAFE TO DO SO			
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Emergency Management

Cape Otway



EMERGENCY PROCEDURES

- R REMOVE**
ASSIST ANY PERSON IN DANGER
IF SAFE TO DO SO 
- A ALERT**
ALL PEOPLE NEARBY AND
RAISE AN ALARM - CALL 000 
- C CONFINE**
SMOKE AND FIRE, CLOSE DOORS
AND WINDOWS IF SAFE TO DO SO 
- E EVACUATE**
BUILDING AND MOVE TO THE
EVACUATION ASSEMBLY AREA 

EVACUATION
IN THE EVENT OF A BUSHFIRE EMERGENCY, FOLLOW THE
OTWAY CAMPUS BUSHFIRE EMERGENCY MANAGEMENT PLAN

Personal Conduct

Workplace Harassment

- Any form of Harassment, Discrimination or Bullying not acceptable at The Geelong College
- This includes racial, sexual, physical, psychological, and others
- Unacceptable behaviour won't be tolerated

Personal Conduct

- All The Geelong College business information must remain confidential
- All visitors must sign in using the **SINE – PRO** App
- Ensure the security of your own possessions
- If you have any concerns, (illegal, unethical, irresponsible, theft, vandalism, harassment etc) please speak to your supervisor
- Use of The Geelong College assets – do not remove, ensure safe and authorised use



Next Step

Site induction with TGC Key Contact

➤ Due Diligence Form will be approved

➤ Information hand over

1. Excavation Permit Form
2. Safe Work Method Statements
3. Risk Assessment, hazard identification and controls

➤ Campus Induction

➤ Commence Work

Maintain safe work practices and ensure communication is maintained with The Geelong College Key contact

