

Procedure

Contractor's Induction

CONTRACTORS PLEASE BE AWARE OF THE FOLLOWING PROCEDURES & POLICIES

First Aid - in the event of injury please report to a staff member for assistance

Emergency Evacuation - indicated by continued whistle blowing, assemble in the sand-pit

Smoking - smoking is not permitted in any part of the preschool grounds or near the entrance/exit area.

Alcohol - is not permitted on the grounds.

Toilets - an adult toilet is situated behind the gate of the main preschool room. The Access Toilet is situated inside the main preschool building by the back door.

Sustainability - we make every effort to minimise waste with repairing, reusing, reducing and recycling. Please dispose of waste thoughtfully.

Gates - all gates are to be kept closed when children are present unless an adult is standing adjacent to the open gate to ensure children's safety.

Behaviour Management/Bullying - Everyone; children, parents and staff have rights and responsibilities while at this site. There are consequences for inappropriate behaviour, and bullying behaviours will not be tolerated.

Child Protection - If you have any concerns about a child's well-being or something that they disclose to you, please raise it with the Director.

Sun protection - All children, staff and volunteers should use sun smart practices while at this Centre ---hats, sunscreen, appropriate clothing.

Healthy Food Supply and Nutrition Policy - We encourage children to consume healthy foods and drinks while at preschool. We would encourage you to model this practice and also be aware that some foods, e.g. nuts, pose a danger to some children and are not permitted on this site.

Contractors Induction Procedure v4.0 December 2023

Issue Number 1
Issue Number 2
Issue Number 3
Issue Number 4

Issue Date: 19/03/2017
Issue Date: 19/03/2019
Issue Date: 15/08/2021
Issue Date: 31/12/2023

Review Date: 19/03/2019
Review Date: 15/08/2021
Review Date: 29/06/2023
Review Date: 08/12/2025

Reviewed 19/03/2017
Reviewed 15/08/2019
Reviewed 29/06/2021
Reviewed 08/12/2023



Contractor's Induction Statement

for use by Site Leaders

The department's procedure for managing external contractors requires that all contractors, sub-contractors and other relevant workers shall:

- 1. Report to the site office and record time of arrival in site attendance book
- 2. Be inducted to procedures which may affect them whilst on site:
 - First Aid
 - Driving on Grounds
 - Smoking Policy
 - Emergency Evacuation
- 3. Ensure asbestos, confined space and fragile roof registers are sighted
- 4. Possess the current licence/certification to perform task(s) for which you have been contracted (eg Class A/B Electrician etc.)
- 5. Undertake a Job Safety Analysis (JSA) and provide to the site for record keeping
- 6. Only use electrical appliances with current testing certification and RCD protection
- 7. Take reasonable care of the health and safety of themselves and others
- 8. Correctly use and supply appropriate safety equipment, where required
- 9. Clearly demarcate the work area when doing hazardous work
- 10. Maintain a tidy work area and clean-up afterwards
- 11. Immediately report to the Site Leader or delegate, any unsafe condition or equipment that may be hazardous
- 12. Immediately report to the Site Leader or delegate, any significant injury
- 13. Not be influenced by alcohol or drugs

Signed: Signed:
Site Manager/Delegate Worker

Date: Print name:
** This may include volunteers and invitees.*

NB: *Acceptance of this contract signifies that you have read this statement and agree to abide by the conditions expressed therein. This contract is current for three years from the date shown hereunder and allows fast track induction for that period unless circumstances relevant to the job change significantly.*

The site reserves the right to take appropriate action for breaches of these requirements.

Contractors Induction Procedure v4.0 December 2023

Issue Number 1	Issue Date: 19/03/2017	Review Date: 19/03/2019	Reviewed 19/03/2017
Issue Number 2	Issue Date: 19/03/2019	Review Date: 15/08/2021	Reviewed 15/08/2019
Issue Number 3	Issue Date: 15/08/2021	Review Date: 29/06/2023	Reviewed 29/06/2021
Issue Number 4	Issue Date: 31/12/2023	Review Date: 08/12/2025	Reviewed 08/12/2023