POLICY:

Contractors, sub-contractors, paid or unpaid, shall whilst performing work for King's Baptist Grammar School take reasonable care of the health, safety and welfare of themselves and of others who may be affected by their acts or omissions. They shall not recklessly or intentionally interfere with or misuse anything provided in the interests of health, safety and welfare. A failure to comply with legal requirements, specific instructions related to health, safety and welfare, or the school's health, safety and welfare practices and procedures will result in such action as may be appropriate to rectify the OH&S issue.

Contractors, sub-contractors, volunteers and invitees shall use (or supply and use) supplied safety equipment in the correct manner; maintain their workplaces in a well kept and orderly condition; report immediately any unsafe conditions or equipment to the Principal or to persons delegated; report to the Principal or to persons delegated any injury sustained as soon as the injury becomes apparent; ensure they are not, by the consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other person at work.

PROCEDURES:

1. Prior to accepting any offer of work all contractors, sub-contractors shall be issued with the Occupational Health, Safety and Welfare Statement (Appendix 3bB). The King's Baptist Grammar School Contractors Safety Rules (Appendix 1 of 3b) shall also be issued at this time.

2. As part of the induction process, King’s and the contractors, sub-contractors, paid or unpaid, shall in consultation with the person offering or requesting the work perform a simple and obvious assessment to determine whether significant hazards are present.

3. If the simple and obvious assessment indicates that a significant risk is present or will arise from the performance of the work offered, a discussion will take place by the person who is offering or requesting the work and the person who is to perform the task/s. If it is indicated on the KBGS Contractors Induction form, (Appendix3b A), that other persons need to be consulted then such consultation, including consultation with the OH&S Committee or any OH&S Representative if the risk of injury from the hazards identified is considered high, the form must be filled in and signed before the work will take place.

4. The KBGS Induction form will be completed by contractors on an annual basis.

Date Implemented  7/04/2011 Dates of Review  2013

Principal  Date

Chair OH&S Committee  Date
KING'S BAPTIST GRAMMAR SCHOOL

OCCUPATIONAL HEALTH, SAFETY AND WELFARE STATEMENT

As an integral part of this offer of contract it must be understood that King's Baptist Grammar School has an Occupational Health, Safety and Welfare Policy which requires that all:

CONTRACTORS AND SUB-CONTRACTORS

Shall -

1. take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions and will follow the safety rules in the Appendix 1 of 3b.

2. not recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety;

3. be competent and licensed to perform their duties;

4. supply and use appropriate safety equipment, where required in the correct manner;

5. maintain their workplace in a well-kept and orderly condition;

6. maintain all tools & equipment in good condition and up to relevant Australian standards;

7. report immediately any unsafe conditions or equipment to the Principal, or person delegated;

8. report to the Principal, or person delegated, any injury sustained as soon as the injury becomes apparent;

9. ensure that they are not, by consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other person at work;

A failure to comply with the legal requirements, specific instructions related to health and safety, or the School's health and safety practices and procedures will result in such action as may be appropriate to rectify the OH&S issue.

N.B. Acceptance of this contract signifies that;

You have read this statement and agree to abide by the conditions expressed therein.

Please complete the KBGS Contractors Induction form (appendix 3b A).
KING'S BAPTIST GRAMMAR SCHOOL

Extracts from OHS&W Policies for Contractors/Subcontractors

First Aid
All persons requiring first aid will report to first aid station in Student Services (Lower Block 13, Horizons Building).

Evacuation of Buildings
Evacuation of buildings, if undertaken, will be carried out according to standard fire safety practices. All teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be Two Tone Siren. All persons are to evacuate to the Oval immediately upon hearing this signal, even if they suspect that it may only be for an evacuation drill. (Those in the fenced building sites will be informed if the evacuation is a drill and do not need to take part but otherwise will need to evacuate.)

Hazardous Substances
All substances are to be used in accordance with the relevant MSDS. Where a substance is brought onto the site it is the responsibility of the person supplying or using the substance to ensure that it can be used without risk of injury to any person present or likely to be present whilst a risk of injury due to the substance exists. Where a hazardous substance requires by law, that regular biological monitoring be undertaken (that is blood, urine or lung function testing) then that substance will not be used in the school. Where it is likely that installed asbestos is present in the area of the intended work, persons must, prior to commencing work in that area consult the Asbestos Register and sign it in the place provided.

Working Alone.
Persons using King's Baptist Grammar School when alone, at whatever the time of day should, in addition to the safe work practices normally followed, take precautions to ensure that they are safe.

Smoking.
1. All existing contractors, applicants for employment and persons who use the buildings for social purposes are advised that, at King's Baptist Grammar School, the buildings are a smoke free environment at all times.

2. The grounds of King's Baptist Grammar School are smoke free at all times.

Plant and Equipment.
It is the policy of King's Baptist Grammar School that, before introducing any plant, equipment, machinery, materials or processes any hazards that may be associated with such shall be identified and assessed. Control measures to eliminate the risks to health safety and welfare of those who will use it, safe operating procedures and appropriate training shall be put in place in consultation with the Principal and/or the Health and Safety Committee.

Russell Eley
Principal
KING’S BAPTIST GRAMMAR SCHOOL CONTRACTORS SAFETY RULES
## BUSINESS DETAILS

<table>
<thead>
<tr>
<th><strong>Business Name</strong></th>
<th>King's Baptist Grammar School</th>
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</thead>
<tbody>
<tr>
<td><strong>Business Address</strong></td>
<td>3 Keithcot Farm Drive Wynn Vale</td>
</tr>
<tr>
<td><strong>Business Phone</strong></td>
<td>08 8289 0222</td>
</tr>
<tr>
<td><strong>Business Fax</strong></td>
<td>08 8289 1622</td>
</tr>
<tr>
<td><strong>Business Email</strong></td>
<td><a href="mailto:admin@kingsbaptist.sa.edu.au">admin@kingsbaptist.sa.edu.au</a></td>
</tr>
<tr>
<td><strong>Website Addresses</strong></td>
<td><a href="http://www.kingsbaptist.sa.edu.au">www.kingsbaptist.sa.edu.au</a></td>
</tr>
<tr>
<td><strong>ABN Number</strong></td>
<td>85693637001</td>
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</tbody>
</table>

## CONTACT NUMBERS

<table>
<thead>
<tr>
<th><strong>Contractor</strong></th>
<th>King's Baptist Grammar School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor</strong></td>
<td>Wayne Lawrence 08 8289 0222</td>
</tr>
<tr>
<td><strong>Safety Officer</strong></td>
<td>Wayne Lawrence 08 8289 0222</td>
</tr>
<tr>
<td><strong>Administration Manager</strong></td>
<td>Andrew Hamilton 08 8289 0222</td>
</tr>
</tbody>
</table>
# Emergency Contact Numbers

<table>
<thead>
<tr>
<th>AMBULANCE</th>
<th>POLICE</th>
<th>FIRE SERVICE 000 OR 112(MOBILE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BOTH NUMBERS ARE ACCESSIBLE WHILST MOBILE KEY PADS ARE LOCKED)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>EMERGENCY CENTRE</td>
<td>MEDICAL CENTRE</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Modbury Hospital</td>
<td>North East Modbury Medical and Dental Centre</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>Cnr Reservoir and Smart Road Modbury</td>
<td>926 North East Rd Modbury</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>08 8161 2000</td>
<td>08 7224 6666</td>
</tr>
<tr>
<td>OPERATING HOURS</td>
<td>24Hr Emergency</td>
<td>Mon- Fri 7am – 10pm Sat- Sun 8am – 10pm</td>
</tr>
</tbody>
</table>

## LOCAL INFORMATION

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<table>
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<tr>
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<tbody>
<tr>
<td>Police Station</td>
<td>Golden Grove 08 8282 2700</td>
</tr>
<tr>
<td>Poisons Information Centre</td>
<td>131126</td>
</tr>
<tr>
<td>EPA Pollution Hotline</td>
<td>08 8204 2000</td>
</tr>
<tr>
<td>Telecommunications Provider</td>
<td>contact Wayne Lawrence see below for details</td>
</tr>
<tr>
<td>Local Council</td>
<td>08 8397 7444</td>
</tr>
<tr>
<td>Electrical Emergency</td>
<td>131 366</td>
</tr>
<tr>
<td>Gas Emergency</td>
<td>1800 808 526</td>
</tr>
<tr>
<td>Water Emergency</td>
<td>1300 883 121</td>
</tr>
<tr>
<td>Regulating Authority</td>
<td></td>
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<tr>
<td>HIA Safety Services</td>
<td></td>
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</tbody>
</table>

## INTERNAL INFORMATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Safety Coordinator</td>
<td>Wayne Lawrence</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>0418 836 556</td>
</tr>
<tr>
<td>Office Number</td>
<td>08 8289 0222 Ext 260</td>
</tr>
</tbody>
</table>
## INTRODUCTION

The business activities of [insert business name] ("the contractor") include a workshop environment. These safety rules relate to this type of work and all persons who work in this environment must adhere to these safety rules.

## WORKPLACE INDUCTIONS

On commencement of their employment and when directed by the business all contractors are required to undertake workplace induction and ensure they have read and understood these safety rules. The employee will sign an induction checklist and the induction will be recorded on the workplace induction register. Contractors may also be required to undertake inductions for specific tasks or activities as directed by the contractor.

## HIGH_RISK ACTIVITIES

The contractor will manage work activities that have been identified as high risk appropriately to eliminate or minimise the risk to health and safety of all persons. In a workshop environment high risk activities may include, but are not limited to:

- Working in a confined space
- Work near an exposed energised electrical installation
- Working on or near a pressurised gas distribution mains and consumer piping
- Where the contractor concludes that the activity could result in death or bodily harm

**IF A CONTRACTOR IS ENGAGING IN A HIGH RISK ACTIVITY THE BUSINESS WILL REQUIRE THAT THE CONTRACTOR BE APPROPRIATELY TRAINED AND COMPETENT IN THE ACTIVITY AND CAN DEMONSTRATE HOW THEY INTEND TO CARRY OUT THE WORK SAFELY.**

## STORAGE OF MATERIALS AND EQUIPMENT

The contractor will endeavor to store all materials and equipment in a manner where it does not cause injury or illness and is secure. Contractors are to ensure that after use, all materials and equipment is stored in the manner where it does not cause injury or illness to other persons and is secure.

If the contractor stores potentially hazardous materials or substances (i.e. gas cylinders or chemicals), contractors are to store the materials or substances in accordance with the Material Safety Data Sheet (MSDS) for that substance, the manufacturers specifications or in a manner which does not pose a risk to the health and safety of themselves or others.

## HAND AND POWER TOOLS

The contractor will require all contractors to undertake a visual risk assessment of hand and power tools prior to operation to minimise uncontrolled risks. The appropriate tools are to be used for the work activity undertaken.

The contractor will undertake checks on hand and power tools. Any hand tools that are powered by AC will be tested and tagged appropriately.

No contractors are to operate any hand or power tool if they are not competent in its usage or have not received the required training in its use.
**COMPRESSED AIR TOOLS**

Compressed air tools are not to be misused and are only to be used for the designed tasks and appropriate couplings are to be used where required.

The air jet must never be aimed in the direction of a person and defective compressed air equipment must never be used. All compressed air equipment is to be used in accordance with the manufacturer’s instructions and only after the employee has undertaken the appropriate training.

Prior to using the compressed air tools the employee is required to undertake a visual risk assessment of the work area and the compressed air tool minimise any uncontrolled risks

If the tool is defective or there is a risk to health and safety, the employee must notify the contractor immediately so that a suitable control can be implemented.

Where the contractor is unable to implement a control measure immediately, the tool is to be removed or isolated from service and tagged or signed appropriately. Any defective tools are not to return to circulation until they are inspected and repaired by a competent person.

**PLANT AND EQUIPMENT**

The contractor will regularly check that plant/equipment is in a safe operating condition, is maintained and used in accordance with applicable standards and manufacturer’s instructions. The contractor will undertake an assessment of the plant/equipment where a hazard has been identified.

Prior to use of the plant/equipment the employee must have undertaken appropriate training in how to use the plant/equipment and must be competent in its use. A record of all training will be recorded in a training register.

Prior to use of the plant/equipment the employee is to do a visual risk assessment of the plant/equipment and the work area and follow any safe operating procedures that have been outlined in the appropriate training or that are displayed on the plant/equipment. In the event that an employee identifies plant or equipment that is faulty/defective or causes risk, the employee is required to notify the contractor immediately in order to consider and implement appropriate control measures.

Where the contractor is unable to implement a control measure immediately the plant/equipment is to be removed or isolated from service and tagged or signed appropriately. Any defective plant/equipment are not to return to circulation until they are inspected and repaired by a competent person.

Any subcontractor who is providing their own plant/equipment will ensure that the plant/equipment is maintained and that their workers are appropriately trained and competent in the use of the plant/equipment. If the subcontractor is using mobile plant it is the subcontractor’s responsibility to ensure the operator of the mobile plant is appropriately trained and/or licensed. Prior approval of the contractor is to be granted should the subcontractor be required or requests to use tools plant or equipment that is the property of the contractor.
### GUARDING ON TOOLS, PLANT AND EQUIPMENT

The contractor will undertake checks of all tools, plant/equipment on a regular basis. Contractors are required to check all tools, plant and equipment prior to use to ensure that appropriate guards are fitted and that they work effectively. All tools, plant and equipment are to be used in accordance with the manufacturer’s instructions.

Any employee found to remove guarding from any tools plant or equipment may be subject to disciplinary action.

### LADDERS

Ladders will be of an industrial standard appropriate to the desired use. All ladders will be secured to prevent movement during use and precautions are to be taken for their base stability, particularly on soft or uneven ground.

They will be maintained in a sound working condition and contractors are to undertake a visual inspection prior to use and report to the contractor should a defect be detected or repairs required.

Any which are found to be defective must not be used. The offending ladder is to be removed or isolated from service and tagged or signed appropriately. Any defective ladder is not to be returned to circulation until they have been inspected and repaired by a competent person or replaced.

The most appropriate ladders should be used for the work activity undertaken. Where 3 points of contact cannot be maintained whilst the ladder is in use, other methods of working will need to be used or additional safeguards accessed for eliminating, reducing or controlling the risk.

### MANUAL HANDLING

Prior to handling an object, contractors should firstly undertake an initial assessment to see if it is within their ability. Factors such as size, weight, shape, distance to be moved etc. should be taken into account. Where it is not deemed to be within a person’s ability, other means such as seeking assistance, team lifts or mechanical aids are to be investigated. Contractors are not to attempt to manually handle objects beyond their ability.

Good manual handling techniques will be used at all times & in particular when:
- bending or lifting to vary duties or change posture,
- bending to lift objects, and
- lifting awkward and heavy items.

Good manual handling technique is:
1. Bend knees to a semi squat.
2. Ensure that feet are stable on the ground.
3. Lift the object slowly while maintaining a straight back.

### ELECTRICAL

The contractor will regularly check that all electrical equipment is inspected & where required, appropriately tested and tagged. Records are to be entered onto the electrical equipment register.

If prior to use the employee notices that an item of electrical equipment is defective or may cause a risk to the health and safety of others, the employee must notify the contractor immediately and ensure that the electrical equipment is isolated and removed from use.
### Hazardous Substances

The contractor will ensure that all hazardous substance have a current (no older than 5 years) Material Safety Data Sheet (MSDS) readily available to any persons who may use or come into contact with a hazardous substance. Similarly, all subcontractors are required to comply with this requirement.

Prior to using a hazardous substance the employee will ensure that they have read & understood the MSDS and that they will comply with the requirements for usage and storage. If the MSDS requires a particular protection and that protection is not available the employee must notify the contractor to enable a suitable control to be implemented.

### Licenses and Certificates of Competency

Where licenses and certificates of competency are required to perform certain work, the contractor will require proof of the appropriate licence or competencies prior to the commencement of the work. This includes the use of company vehicles. All subcontractors are to provide copies of the relevant licences or certificates of competency prior to the commencement of work.

The employee must notify the contractor if they no longer hold the appropriate licence or competency and must not perform the work that requires such a licence or competency.

A record of all licences and certificates will be kept by the contractor.

### Personal Protective Equipment (PPE)

The contractor may require the employee to wear or use personal protective equipment for a particular activity.

The contractor, if necessary, will provide the safety equipment to the employee. The contractors must ensure that they use the PPE as required at all times. If the employee loses or maliciously damages PPE the employee will be required to replace the PPE at their own cost.

All subcontractors are required to provide their own PPE necessary to safely perform their work.

#### Ear Protection

Ear protection may be required to be worn where the noise level exceeds 85db or in the vicinity of plant or equipment that creates excessive noise and/ or where a risk assessment has identified that ear protection is a necessary control.

#### Eye Protection

Eye protection may be required to be worn where any hazardous condition exists that may result in a foreign substance or object coming into contact with the eyes. This must be closely controlled, as wearing the wrong protection can cause serious injury.

#### Foot Protection

Workers are required to wear safety footwear. This is not restricted to steel cap work boots, but must be of a fully enclosed safety footwear type and may include steel cap dress shoes. These must be worn at all times at the workplace.

#### Hand Protection

When using any type of substance the employee should check the product label or Material Safety Data Sheet prior to using the substance. Where there is a possibility that the contractors hands may be damaged when coming in contact with a substance, gloves must be worn. Where gloves are not practical a hand cream is recommended to prevent dermatitis or cracked skin.
Head Protection
Hard hats may be required to be worn where there is a danger of being hit on the head from any direction or when specific signage requires that hard hats be worn.

Respiratory Protection
The contractor will make every effort to protect workers from extract dust and fumes. All respiratory protection used must be in accordance with the manufacturer’s instructions and the relevant Material Safety Data Sheet for the substance being used at the time.

The correct respiratory protection with the appropriate filters should be used for the process being undertaken, to protect the lungs where there is a risk from harmful dust, fumes, vapours or gasses.

U.V. Protection
All contractors should wear adequate clothing, including hats and sunscreen to protect from the effects of working in the sun. Shirts are to be worn at all times and are to have collar and preferably have long sleeves.

HOUSEKEEPING
The contractor requires that all work progresses in a tidy manner and that work areas are kept clear of excessive rubbish. At the end of each working day, work areas are to be tidied and cleaned and all rubbish is to be disposed of in the bins provided. Bins will be emptied regularly or when required.

PUBLIC PROTECTION
The contractor will attempt to protect people who are not directly involved with the work activities from risks to their health and safety. If people not involved with the work activities are required to enter the workplace the contractor requires that these people are accompanied by a supervisor or equivalently authorised person.

AMENITIES
The contractor will provide amenities adequate to the needs of the contractors. This includes dining facilities, toilet & hand washing facilities & drinking water.

Contractors are to ensure that the facilities provided are kept tidy and clean after use.

ALCOHOL AND DRUGS
The contractor takes a no tolerance approach to alcohol and/or drugs in the workplace, this being a zero blood alcohol concentration for all contractors. The contractor is to be notified if an employee is taking medication that carries a warning of a side effect (e.g. drowsiness) that may inhibit the employee’s work performance.

SIGNAGE
The contractor may display warning signs where there is a particular hazardous process being undertaken or where specific personal protective equipment is required and the contractor may also display signage of an informative or educational nature (i.e. speed limit signs, evacuation/first aid procedures).

The signs will be displayed so that they are clearly visible to any persons approaching the area for which the signs relate. If an employee is found not to be complying with the signage, disciplinary action will be taken.
### JEWELLERY AND CLOTHING

 Contractors are prohibited from wearing jewellery or clothing that causes risk to the health and safety of them or others or can be caught in any plant or equipment. The employee must also consider the way in which they wear their hair, to ensure that it does not become entangled when using tools plant or equipment. If the contractor supplies the employee with a uniform the uniform should be worn at all times.

### ENTRY AND EXITING OF THE PREMISES

**Public Entry**  
All members of the public including customers and suppliers are required to report to the office prior to entering the workplace.

**Couriers and Deliveries**  
All couriers or delivery personnel making deliveries to the workplace are to report to the office prior to entering the workplace.

### WORKSHOP INSPECTIONS

The contractor or supervisor will conduct safety inspections on a regular basis to identify any uncontrolled risks. If risks are identified the contractor will consider the appropriate controls and implement them in a reasonable timeframe.

If the supervisor identifies a safety risk, they are duly authorized to stop the work if necessary, until the risk has been reported to the contractor so that appropriate control measures can be implemented.
EMERGENCY PROCEDURE

INCIDENT/ ACCIDENT
1. Provide assistance as required to injured persons
2. Do not move the person unless life threatening
3. Notify any First Aid Personnel available at the workplace
4. Contact Ambulance or Doctor
5. Contact the supervisor or contractor
6. Contact on site supervisor
7. Do not interfere with the scene of the incident
8. Wait further instructions (from the contractor or emergency service).

FIRE
If you are unable to extinguish fire
1. Ring South Australia Fire and Rescue immediately (000)
2. Advise the Contractor immediately so that an evacuation can take place.
3. Assemble at the assembly point and await further instruction (from the contractor or emergency service).
4. Do not return to the workplace until advised to do so.

WORKPLACE PLAN

[Insert the workplace layout/ map and assembly point/s]
<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Work activity undertaken</th>
<th>Description of Incident</th>
<th>Injury or Illness Sustained</th>
<th>Reported to</th>
</tr>
</thead>
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</table>
# KBGS Contractors Induction

**Appendix 3bA**

1. Name: ................................................. Phone: ..............................................
2. Address: ..................................................................................................................
3. Date of Birth: ...........................................................................................................
4. Company Name: ......................................................................................................
5. Next of Kin: ...............................................................................................................
6. Contact details Next of Kin: (H)........................................ (W)....................................
7. Known Allergies or medical conditions that may affect your work:
   ......................................................................................................................................
8. Certificates of Competency: .........................................................................................

<table>
<thead>
<tr>
<th>ITEMS SPECIFIC TO THIS SITE</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I am aware that I am to wear appropriate personal protective equipment which is relevant to the task being performed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I have been advised who to contact if an incident occurs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. I have been advised who to contact should I find plant (i.e. scaffold, etc.) that has been altered or has anything wrong with it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. I am aware of where to obtain First Aid assistance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. I am aware only licensed scaffolders are to erect and dismantle scaffolds from which a person or object can fall more than 4 metres.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. I understand the emergency evacuation procedure.</td>
<td></td>
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</tr>
<tr>
<td>7. I have been made aware of the Site Safety Rules and the Site Specific Construction Safety Plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. I have been made aware of any risks involved with the job and it has been jointly discussed and specific measures are noted below.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: ............................................................... Date: .........................

Signature: ..............................................................

Site Specific Induction given by Wayne Lawrence .......... Date: .........................

Sighted OH&S Induction Number: ................................. Signature: ..............................

Risk Assessment/ Controls ...........................................................................................................