

Lend Lease's infrastructure services business
STH-SF-1002A – Employee induction record and
checklist field



1000 – Human Resources

Company / Employer:	
Department working for:	
Name:	
Occupation / Position:	
Date Of Birth:	
Address:	
Phone No:	
Preferred Language:	
Next Of Kin	

Current Drivers Licence No: _____ State: _____ (Copy required)

Certificates of Competency (Including First Aid Training) Copies of tickets/ certs required

Trained in: _____ Trained in: _____

Trained in: _____ Trained in: _____

Trained in: _____ Trained in: _____

ITEM	TOPIC	TIME ALLOWED	CHECK
1.0	Extend a welcome to new employees	5 Mins	<input checked="" type="checkbox"/>
2.0	Has the position/ employment interview process been completed by the responsible manager.	2 Mins	<input type="checkbox"/>
	Lend Lease employee		<input checked="" type="checkbox"/>
	Contractor		<input type="checkbox"/>
	Labour hire		<input type="checkbox"/>
3.0	Explain and show depot layout: (point out site plan where available)	5 Mins	
	Location of work area, office, work area, lunch room, toilets & washing facilities general/ safety notice boards, lockers, drinking water tap, first aid kit, fire extinguishers, emergency evacuation plans, exits.		<input checked="" type="checkbox"/>
4.0	General Induction Workforce Employee Safety; Health; Environment and Quality (YV-PC-1002 Att1)	30 Mins	
	Employee Induction Questionnaire completed by Employee / Contractor (Use - STH-SF-1002 Att 1 Employee Induction Questionnaire) (Questions answered wrong, Inductor to explain correct process)		<input checked="" type="checkbox"/>

Induction Topics Covered

Company Principles	Fire Control	Mandatory Signs – Blue & White	Traffic Management	Incident Reporting
Quality, OHS & Environment Policy	Common Fire Extinguisher	Warning Signs – Black & Yellow	Electrical Hazards	Permits to Work

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Quality System –Structure	First Aid	Prohibitory Signs – Red, Black & White	Manual Handling	Isolation & Lockout
OHS Management Plan	Discipline	Emergency Information Signs – Green & White	Portable Electrical Equipment	Confined Spaces
Duty of Care	Fitness for Work	Hazard Identification	Chemical Safety	Heat Exhaustion / Stress
Safety Issue Resolution	Smoking Policy	Job Safety & Environment Analysis (JSEA)	Material Safety Data Sheet (MSDS)	Environmental Management
Just Culture Model	Housekeeping	Radiation Safety	Compressed Air Safety	Continuous Improvement
General Safety Rules	(PPE) Minimum requirements	Pets & Animals	Working at Heights	Safety First
Emergency Control and Response	Eye Protection	Job Pre-Start Checklist	Mobile Plant	Competency Assessment of Induction - Questionnaire

5.0	Job Pre-Start Checklist awareness	10 Mins	
	Job Pre Start Checklist Competency Assessment Sheet completed by Employee / Contractor. (Questions answered wrong, Inductor to explain correct process)		<input checked="" type="checkbox"/>
6.0	Public Safety and Interaction with the Public	10 Mins	
	Public Safety and Interaction with the Public Competency Assessment Sheet completed by Employee / Contractor. (Questions answered wrong, Inductor to explain correct process)		<input checked="" type="checkbox"/>
7.0	Lend Lease Policies (Where they are displayed)	10 Mins	
	POL-106 Equal employment opportunity, read through and advise where to locate all Lend Lease policies on site POL-105 Health and Safety Policy POL-104 Sustainability and Environmental Policy		<input checked="" type="checkbox"/>
8.0	General Discussion Topics to clarify understanding	10 Mins	
	Safety, Health & Environment (SHE) Committee members and responsibilities		<input checked="" type="checkbox"/>
	Workplace OH&S Representative(s), where to find them		<input checked="" type="checkbox"/>
	Incident and injury free vision		<input checked="" type="checkbox"/>
	Lend Lease Global minimum requirements (GMR)		<input checked="" type="checkbox"/>
	Pro-active Reporting – reporting of all incidents and situations that may lead to an incident occurring		<input checked="" type="checkbox"/>
	Induction Follow up process		<input checked="" type="checkbox"/>
9.0	Information Technology Declaration	3 Mins	
	IT Declaration form (SF-1060Q – IT Declaration) read, the contents of the Information Technology Declaration understood and signed by employee or Sub-contractor. Note, retain the original copy in the personnel file, and provide a copy on request.		<input checked="" type="checkbox"/>

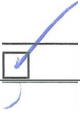
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12.0 Employee Questions, Issues and Comments

Take time needed



I, the undersigned state that I have received this site specific induction and I understand the requirements. In the event of any uncertainty about the requirements or my understanding of my responsibilities, I undertake to clarify such matters with my employer or the site manager as appropriate immediately.

I also undertake to comply with Occupational Health and Safety legislation, Environment Protection Act, and industry standard safety rules including the proper use of all personal protective equipment and safety equipment.

I will comply with any reasonable Health and Safety instruction given by the workplace management or their representative and will ask to have any misunderstandings/ uncertainties I might have clarified.

EMPLOYEE

NAME:

EMPLOYEE
SIGNATURE:

DATE:

INDUCTORS

TRAINERS
SIGNATURE:

DATE:

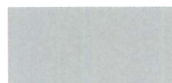
DEPARTMENT MANAGER TO SIGN AFTER CHECKING THAT ALL DOCUMENTATION IS CORRECT, COMPLETE, AND APPROVES OF INDUCTION BEING COMPLETE.

DEPARTMENT
MANAGERS
NAME:

DEPARTMENT

DATE:

EXAMPLE DOCUMENT ONLY





OH&S RESPONSIBILITIES – GENERAL EMPLOYEES AND SUB-CONTRACTORS

- Complete the Lend Lease Infrastructure Services Sub-contractor pre-qualification assessment;
- The Contractor must not allow their employee or sub-contractor to work on this contract till all necessary inductions and training needs analysis has been completed by Lend Lease Infrastructure Services;
- The Contractor must advise and take written consent from Lend Lease Infrastructure Services prior to engaging any employee or sub-contractor on this contract;
- The Contractor must advise Lend Lease Infrastructure Services of any termination of their employee or sub-contractor on this contract so that relevant personnel and systems can be updated accordingly;
- Establish and submit action plans to Contract Manager detailing how they will attain safety and environmental performance goals;
- Complete designated safety and environmental activities and submit weekly and monthly performance reports to the Department Manager or OH&S Coordinator;
- Respond positively to employee safety suggestions and take appropriate action to correct any unsafe conditions;
- Release their employees for safety training as required;
- Implement disciplinary procedures when any of their employees fail to comply with their responsibilities;
- Consult genuinely with Lend Lease Infrastructure Services supervisory and safety staff as required to ensure the highest safety standards are achieved.

Authority

- Prevent others from performing unsafe acts;
- Request or develop alternative work methods;
- Request / develop Job Safety Environmental Analysis;
- Requisition of appropriate safety equipment;
- Recommend alternative more appropriate safety equipment;
- Tag out unserviceable equipment;
- Isolate energy sources to prevent injury if safe to do so;
- Bring to the attention of others during safety communication sessions any safety concern;
- Ensure work colleagues, sub-contractors and visitors use the appropriate safety equipment and clothing.

Acceptance

I have read, understood and accept the above listed OH&S responsibilities and authorities applicable to my position on this project.

Name: _____ Date: _____

Name: _____

Contract / Department Manager

GENERAL EMPLOYEES AND SUB-CONTRACTORS

The 'duty of care' requirements for employees and sub-contractors are outlined in the relevant legislation. The following supports the requirements of the legislation in the practical application of those responsibilities.

General Responsibilities

The employee and sub-contractor have the responsibility to:

- Take reasonable care for the OH&S of themselves and other personnel who are at the workplace and who may be affected by any acts or omissions on their part;
- Comply with the safe working policies, procedures and practices adopted by Lend Lease Infrastructure Services as part of the safe working system;
- Actively participate in the consultative mechanisms available for OH&S matters; and
- Co-operate with their employer in ensuring that their workplace is as safe and healthy as is reasonably practical.

Specific Responsibilities

The employee and sub-contractor have the responsibility to:

- Report to their supervisor any hazard or potential hazard in the workplace or any incident, personal injury, accident or near miss that may have occurred during the course of the work to the supervisory staff immediately;
- Correctly use, store and maintain personal protective equipment issued for the protection of workers against workplace hazards;
- Follow all verbal or written safe work procedures, practices and directions;
- Participate, co-operate and comply with supervisory instructions;
- Keep the workplace in a clean and tidy condition;
- Observe all warning signs and notices;
- Ask for specific instructions if not familiar with any job or operation of machinery;
- Wear ALL protective equipment provided;
- Assist management to achieve safety goals, objectives and responsibilities;
- Follow the site procedure for resolving OH&S issues;
- Conduct Job pre-start checks with reference to the relevant JSEA;
- Conduct daily plant and equipment checks;
- Attend toolbox meetings on a monthly basis or after a significant event;

In addition to these the Sub-Contractors are required to:

- Meet their legislative obligations and the OH&S requirements of Lend Lease Infrastructure Services as part of their contract;
- Provide sufficient information in the form of an approved OH&S Management Plan or procedure that clearly outlines how the subcontractor intends to meet their legislative obligations and Lend Lease Infrastructure Services requirements (*Note: if Sub-Contractor does not have a OH&S Management System, then they must follow Lend Lease Infrastructure Services' OH&S Management System*);
- Consult and co-operate with Lend Lease Infrastructure Services personnel to ensure OH&S Management Plans are effectively implemented and a safe working environment is maintained;
- Provide sufficient performance data and information that will demonstrate the subcontractor's compliance with prescribed performance targets and commitment to continuous improvement;
- Adhere to the Lend Lease Infrastructure Services safety and environmental management system policies and procedures;
- The Contractor must submit copies of current training records, certificates, licenses, tickets etc; to Lend Lease Infrastructure Services OH&S Co-ordinator or Systems Manager so that SITS training database can be updated;

INFORMATION TECHNOLOGY DECLARATION

Information Technology (IT) is the systems provided by Lend Lease's infrastructure services business (Lend Lease) for business use in any and all of Lend Lease's locations. Included in the definition of IT are the local and wide area network infrastructure including telephone, facsimile, personal organisers, palmtops PCs, notebooks, servers and the applications running on them. More specifically this includes but is not limited to Lend Lease company telephone systems, email systems, voicemail systems, internet access, intranet information databases and file storage.

Usage Permission

Lend Lease recognises the need to stay on the cutting edge of technology and provides IT systems primarily for business use. Private use of these systems is permitted to the extent that such usage does not interfere with the duties and functions of the employee/individual or any other person or organisation and with prohibitions as described. Determination of the suitability of any usage rests solely with Lend Lease's Management.

The Privacy Act (1988) applies to the use of the Lend Lease IT system and related technology capable of storing information.

Usage Prohibitions

Prohibition in the use of Lend Lease IT systems as referred to above are:

- Individuals are prohibited from sending, encouraging the receipt of, knowingly downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful;
- Individuals are prohibited from usage or copying of software in violation of license agreements or copyright;
- Individuals are prohibited from usage of Lend Lease IT systems to interfere with the duties and functions of other persons or organisations;
- Individuals are prohibited from unauthorised usage of codes or passwords and/or other unauthorised access to information;
- Individuals are prohibited from sharing their user profile and passwords except as authorised by their Network Administrator or as requested by Lend Lease Management.

Monitoring / Collection and Storage

Management reserves the right, for business and legal compliance purposes, to enter, search, and/or monitor, collect and store the private use of company IT systems including email, voicemail, internet, file storage etc (to encompass all of the broader definition above) without advance notice and consistent with applicable state, federal and international laws. Individuals learning of any misuse of the company's IT systems shall notify a member of Management immediately. All abnormal usage will be investigated thoroughly. All passwords and access codes must be made available to Lend Lease Management upon request.

Whistleblower

Lend Lease offers employees the assistance of its IT Service Desk for advise in case of doubt and to draw your attention to its whistleblower policy which you should refer to regarding any concerns you may have.

This applies to employees, consultants and contractors who have access to Lend Lease and their clients IT systems.

Disciplinary Action

Violation of usage prohibitions may result in the following disciplinary action:

- Being placed on a warning
- Being instantly dismissed
- Being made subject to Civil or Criminal court action

Declaration

I agree that I have read and understood the contents of this Information Technology Declaration.

Signature: _____