

Project Induction Record

Lendlease's Services business



Please complete this form in full and hand it back to your *Inductor* at the completion of the induction. All information gathered will be maintained in accordance with the *Privacy Act 1988* (Cth) and National Privacy Principles or equivalent State/Territory Legislation. A copy of our Global Privacy Policy can be found at www.lendlease.com

Workplace:	Today's date:		Induction No.:	
Family name:	Given name(s):			
Also known as:	Initial Induction: <input type="checkbox"/>		Re-induction: <input type="checkbox"/>	
Contact No.:	Date of Birth:			
Address:	Post Code:			
Note to worker: Your driver's licence or other suitable document such as a passport must be sighted to confirm your identity (Refer Guidelines)				
Contact in emergency:	Contact No.:			
Relationship:	Are you legally entitled to work in Australia: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Do you identify as a person who is:	Aboriginal Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Torres Strait Islander Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Both Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Medical History:	Do you have any medical conditions, allergies, pre-existing injuries or special treatments / medications that a First Aid Officer should know about if you are involved in an incident or become ill? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If yes, please provide details including any medications:	
Have you ever been removed or banned from working at a Lendlease workplace? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Have you worked in the construction industry in the last 2 years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>		
Who are you working for?				
Employer's Name (if not the same):	Telephone No.:		Mobile No.:	
Employer's Address:				
Do you speak English as a second language? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Do you require the services of an interpreter? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
I have correctly interpreted the induction information to the worker named in this induction record. (signed) (complete only when an interpreter has been used)				
Evidence of Industry Competency & High Risk Worker Licences (copies to be attached):				
General Construction Induction Training Card or WA/Vic equivalent	Yes: <input type="checkbox"/> N/A: <input type="checkbox"/>	General Construction Induction Training Card or WA/Vic Card No.	(leave blank if N/A)	
Worker HRL classes held		Industry Specific Competencies/licences held		
EWPA Yellow Card classes held		First Aid classes held		
Asbestos Awareness training		Workplace/Project specific		
Induction Topics Covered (tick <input checked="" type="checkbox"/> boxes as they are discussed in the induction)				
Project details	Traditional owners	HSE Policies	Key project contacts	
Hours of work	Hazards, Impacts & SWMS	Unexpected find protocol	Project welfare arrangements	
First Aid arrangements	Consultation	Emergency response	Competency requirements	
Pre-starts	Housekeeping	Incident reporting	Permit to Work	
Workplace specific	Workplace specific	Workplace specific	Workplace specific	
Declaration: I confirm that the information provided in this form is true and accurate, I acknowledge that I have attended the site induction at the workplace nominated on this form and that I am lawfully entitled to work in Australia and can provide all relevant documentation confirming this right to work if requested.			Signed:	
Inductors Name:			Signed:	

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Induction Assessment - Pass Mark 90% or two questions incorrect (Some questions have more than one answer)

Question 1: Who has responsibility for environment, health and safety (EHS) in the workplace?
A <input type="checkbox"/> Supervisors
B <input type="checkbox"/> Workers
C <input type="checkbox"/> Everyone
Question 2: Safety Eyewear, appropriate to the task, must be worn:
A <input type="checkbox"/> Whenever its sunny
B <input type="checkbox"/> At all times on the project/workplace
C <input type="checkbox"/> When foreign objects start to make your eyes water
Question 3: If you had an EHS concern, you would first talk to:
A <input type="checkbox"/> EHS Committee
B <input type="checkbox"/> Your Supervisor
C <input type="checkbox"/> Health & Safety Representative
Question 4: If someone was injured, you would:
A <input type="checkbox"/> Ensure someone goes for assistance whilst someone stays with the worker
B <input type="checkbox"/> Do not attempt to move the injured person unless it is not safe to leave him/her where they are
C <input type="checkbox"/> Assess the medical condition of the worker, provide initial first aid
Question 5: When a hazard is identified, it is best to:
A <input type="checkbox"/> Eliminate the hazard completely, if possible
B <input type="checkbox"/> Use engineering controls
C <input type="checkbox"/> Use PPE
Question 6: ALL Incidents and Near Misses (Safety or Environment) must be reported:
A <input type="checkbox"/> When you get time
B <input type="checkbox"/> Immediately
C <input type="checkbox"/> Once you realise it's really serious
Question 7: If a scaffold needs to be changed to suit work activities, who can make the changes?
A <input type="checkbox"/> A suitably licenced competent scaffolder authorised to make alterations on that particular scaffold
B <input type="checkbox"/> EHS representative
C <input type="checkbox"/> Anyone from the work crew who has done it before
Question 8: The Lendlease Services policy on alcohol and other drugs requires workers:
A <input type="checkbox"/> Must not possess or consume alcohol or illicit drugs or undertake work whilst affect by alcohol or drugs.
B <input type="checkbox"/> Participate in drug and alcohol testing as a condition of entry to this Lendlease workplace.
C <input type="checkbox"/> Both A & B
Question 9: Slips, trips & falls can be prevented by:
A <input type="checkbox"/> Keeping things stored safely
B <input type="checkbox"/> Everyone taking responsibility for keeping work areas clean & tidy
C <input type="checkbox"/> Reporting unsafe access conditions
D <input type="checkbox"/> All of the above
Question 10: If you believe you are at risk of injury or harm to your health at work you should:
A <input type="checkbox"/> Withdraw from that work area
B <input type="checkbox"/> Report the situation to your supervisor
C <input type="checkbox"/> Accept reasonable alternative work
D <input type="checkbox"/> Refer the matter to your EHS representative
E <input type="checkbox"/> All of the above

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Question 11: In the event you hear the emergency signal sound, you should:
A <input type="checkbox"/> Take off for a coffee and wait for your supervisor to come and find you
B <input type="checkbox"/> Stop work and wait for the all clear to sound
C <input type="checkbox"/> Stop work, shut down all equipment and proceed to the muster point and await further instruction
Question 12: Fitness for Work means:
A <input type="checkbox"/> Exercising at the local gym after hours
B <input type="checkbox"/> Reporting to work in a condition that enables you to perform your duties safely
C <input type="checkbox"/> Doing sit ups during rest breaks
Question 13: Electrical leads should be run:
A <input type="checkbox"/> Along the ground
B <input type="checkbox"/> On raised or elevated insulated cable hangers or if not possible, mechanically protected from damage
C <input type="checkbox"/> Beside the road where cars can't run over them
Question 14: A hazardous substance or a dangerous good shall not be brought onto site without?
A <input type="checkbox"/> A Safety Data Sheet (SDS)
B <input type="checkbox"/> All Personal Protective Equipment (PPE) applicable to the substance and an updated SWMS that references required PPE
C <input type="checkbox"/> Approval from Lend Lease
D <input type="checkbox"/> All of the above
Question 15: Harassment includes?
A <input type="checkbox"/> Insulting people due to their race or religion
B <input type="checkbox"/> Telling sexually explicit jokes
C <input type="checkbox"/> Both A & B
Question 16: Before mobile plant can be operated you must:
A <input type="checkbox"/> Have the required high risk licence for the item of plant (where required) and a current verification of competence
B <input type="checkbox"/> Ensure the daily pre-start check is conducted and that there are no outstanding maintenance items
C <input type="checkbox"/> Authorised by the local Council to operated that item of plant
Question 17: If you fail to follow projects rules you may:
A <input type="checkbox"/> Be removed from the project and prevented from returning
B <input type="checkbox"/> Receive a warning and be re-inducted
C <input type="checkbox"/> Both A & B
Question 18: High risk work must:
A <input type="checkbox"/> Be stopped and not re-started until Safe Work Australia are advised in writing
B <input type="checkbox"/> A Safe Work Method Statement is developed in consultation with workers
C <input type="checkbox"/> A Permit to Work is issued
Question 19: Project specific question
A <input type="checkbox"/>
B <input type="checkbox"/>
C <input type="checkbox"/>
Question 20: Project specific question
A <input type="checkbox"/>
B <input type="checkbox"/>
C <input type="checkbox"/>

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Induction Guidelines

<p>Objectives</p>	<p>The objective of the site-specific EHS induction is to provide participants with the knowledge of the EHS procedures and risk and hazards specific to a particular workplace or site.</p> <p>This form when completed is evidence that Lend Lease has ensured:</p> <ul style="list-style-type: none"> - A worker holds a General Construction Industry Training Card No. or WA/Vic equivalent - A worker holds the high risk licences they claim they do - A worker has worked in the construction industry in the last two years (where applicable) - A worker has been provided health and safety information relevant to the workplace in a way that is readily understandable by them - A worker's competence to work on a Lend Lease Services workplace has been assessed.
<p>Responsibility</p>	<p>The workplace manager is responsible and accountable for ensuring that the site specific EHS induction is completed by all workers prior to commencing work at their workplace and that this form is completed fully.</p>
<p>Qualifications of trainer</p>	<p>Persons conducting or developing the site-specific EHS induction training are not required to hold workplace trainer qualifications but must have the relevant knowledge and/or experience to competently provide the training. Persons delivering the induction are appointed by the Workplace Manager in consultation with the HSEQ Manager.</p>
<p>Privacy Act 1988 (Cth)</p>	<p>All information gathered on the Induction Record is subject to the <i>Privacy Act 1988</i> (Cth) and all completed induction records must be stored securely.</p>
<p>Proof of identity</p>	<p>Proof of identity is required to confirm that the worker listed on the General Construction Industry Training Card No. or WA/Vic equivalent is the same person who's is attending the induction. This can be achieved by sighting one of the following photo identification cards:</p> <ul style="list-style-type: none"> - Current Australian Driver's licence - Current Proof of Age Card - Australian or overseas Passport (current or expired within the previous two years, but not cancelled) - Current MSIC or ASIC card - Current Tertiary Education Institution Photo ID - Working With Children/Teachers Registration Card - Birth Certificate/Birth Extract - Australian citizenship certificate <p>Where the above cannot be provided, any <u>four (4)</u> of the following will be acceptable:</p> <ul style="list-style-type: none"> - Foreign/International Driver's Licence - Medicare Card/Private Health Care Card - Council Rates Notice - Property Lease/Rental Agreement - Property Insurance Papers - Tax Declaration - Superannuation Statement - Electoral Roll Registration - Motor Vehicle Registration or Insurance Documents - Professional or Trade Association Card - Utility Bills (e.g. Telephone, Gas, Electricity, Water) - Credit/Debit Card(s) - Bank Statement/Passbook
<p>Language & Literacy</p>	<p>Lendlease Services have a legal obligation under relevant OHS/OSH/WHS legislation to provide health and safety information relevant to the workplace in a way that is readily understandable by workers.</p> <p>The Inductor must therefore ensure that efforts are made to ensure that the language and literacy requirements of workers are determined prior to the commencement of the induction and appropriate arrangements made to meet this obligation in consultation with the worker's employer.</p>

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Assessment

The assessment on page two of the Induction Record is required to evidence that Lend Lease Services has met its legal obligations under the various OHS/OSH/WHS legislation to ensure that workers undertaking works at its workplaces are competent; in this context, they have understood the information provided during the induction.

Written assessment is preferred however where language or literacy issues are identified, oral assessment is acceptable and where delivered orally, the assessment should be notated as such and signed by the Inductor.

Where a Not Yet Competent result is recorded, the Inductor may:

- Require the worker to attend a further induction on another day; in this circumstance the worker is not to commence work at that workplace until they are assessed as competent
- Provide limited general assistance to the worker to answer the questions correctly

Assessment Answers

Questions 1 – 18 only: C : B : B : A&B&C : A : B : A : C : D : E : C : B : B : D : C : A&B : C : B

EXAMPLE DOCUMENT ONLY