

Curtin University Induction Certificate

Name: APPLICANT NAME

Company Name:

Your questions and answers:**Module Name: Module 1****Introduction**

Q.1

Correct Answer:**Hours of Operation**

Q.1 If a Contractor requires access outside of normal working hours, they must:

Correct Answer: All of the above**Contractor Induction Cards**

Q.1 Your Induction card is used for purposes of identification at Curtin University and must be carried and displayed at all times while on University premises.

Correct Answer: True**Bentley Campus Security - Passes and Keys**

Q.1 Where at Bentley do you sign in, and collect Contractor Pass and keys?

Correct Answer: Safer Community Team Office in Building 115**Contractor Parking**

Q.1 A contractor may only park their vehicle adjacent to a working area if it is an identified commercial vehicle, tools of the trade are required to be accessed regularly during the work period and if approval has been obtained from the Parking, Traffic Office. vehicle and tools of the trade are required to be accessed regularly during the work period. Failure to follow this requirement may result in an infringement being issued.

Correct Answer: True**Contractor Parking - VAMP**

Q.1 A contractor may only park their vehicle adjacent to a working area if it is an identified commercial vehicle, tools of the trade are required to be accessed regularly during the work period and if approval has been obtained from the Parking, Traffic Office vehicle and tools of the trade are required to be accessed regularly during the work period. Failure to follow this requirement may result in an infringement being issued.

Correct Answer: True**Other Perth Campuses**

Q.1 The Contractor pass provided at the Safer Community Team Office must be:

Correct Answer: Worn at all times and produced on request**Module Name: Module 2****Safety Obligations for Contractors**

Q.1 Contractors may refuse to undertake work if they believe it is unsafe to continue.

Correct Answer: True**Documentation**

Q.1 Before you can start contract work at the University, what must you do:

Correct Answer: Submit to the Responsible Officer full task specific JSAs and if necessary permit requests and SDSs at least 48 hours in advance for approval and keep all of this documentation onsite**Training and Licences**

Q.1 You need specific training for:

Correct Answer: All of the above**Driving on Campus**

Q.1 Access to some area on campus is controlled by electronic bollards. More than one car can pass through a lowered bollard at any one time.

Correct Answer: False**Contractor Responsibilities**

Q.1 All contractors must receive training for the tasks that they are undertaking.

Correct Answer: True

Module Name: Module 3

Permits to Work

Q.1 When are dig permits required to be submitted to the Curtin Responsible Officer?

Correct Answer: High risk work activity permits 10 days, all others are 48 hours

Permits - Dig/Excavation and Isolations (Services)

Q.1 Isolation tags are not required to be used on campus.

Correct Answer: False

Fire System Isolations

Q.1 Gloves, tape or materials other can be used to cover the fire prevention/smoke detector.

Correct Answer: False

Managing Unwanted Fire Alarms

Q.1 Dust/Heat/smoke may drift to other non-isolated zones when working and consideration should be given to isolating these areas if required.

Correct Answer: True

Module Name: Module 4

Asbestos Management

Q.1 If you think you have found some asbestos, the first thing you should do is:

Correct Answer: Stop work, warn others and immediately report it to the University's Responsible Officer.

Refurbishment and / or Demolition work

Q.1 Prior to undertaking refurbishment work on campus a copy of the Asbestos Materials Register and type 3 survey results should be made available to employees completing the work.

Correct Answer: True

Polychlorinated Biphenyls (PCB's)

Q.1 PCB's around the University are all clearly labelled.

Correct Answer: False

Electrical Works

Q.1 If there is an electrical incident and you receive an electric shock, you must:

Correct Answer: Report it immediately to your supervisor, Energy Safety and seek medical attention, and complete the University's on-line incident report with help from your Supervisor.

Working in Laboratories

Q.1 Due to the severity of the hazards there are some buildings on campus that have restricted access.

Correct Answer: True

Hazardous Substances

Q.1 If you are bringing hazardous substances on to Campus, you must:

Correct Answer: Provide the University's Responsible Officer with the SDS, follow handling/storage and PPE advice from the SDS and have a suitable spill kit available.

Pedestrian Safety & Traffic Management

Q.1 Do pedestrians have right of way on dual use roads?

Correct Answer: Yes

Mobile Plant

Q.1 Is there a requirement for mobile plant to have an operational reversing beeping and flashing light when working on Campus?

Correct Answer: Yes

PPE

Q.1 Contractors are required to provide their own PPE and to maintain and wear it correctly.

Correct Answer: True

Environmental Issues

Q.1 Contractors may move a plant or shrub without approval, if it is in the way.

Correct Answer: False

Module Name: Module 5

Emergency Management

Q.1 Curtin Emergency Management should be contacted to assist in the location of a muster point during the construction phase?

Correct Answer: True

Emergency Evacuation Procedure

Q.1 If the fire alarm is activated in the building you are in, you should:

Correct Answer: Immediately make your tools safe, leave the building by the nearest emergency exit, follow instructions from the Building Warden and go to the assembly area and await further instructions.

Hazard/Incident/Injury Reporting

Q.1 If the fire alarm is activated in the building you are in, you should:

Correct Answer: Immediately make your tools safe, leave the building by the nearest emergency exit, follow instructions from the Building Warden and go to the assembly area and await further instructions.

WorkSafe

Q.1 If WorkSafe attend the site you must:

Correct Answer: Inform the Site Supervisor and the University's Responsible Officer.

Removal of Waste

Q.1 At the end of the working day you must:

Correct Answer: Pack up your rubbish for off site disposal or in approved waste skip

Waterways and Stormwater

Q.1 You are permitted to wash out any equipment on campus including vehicles and machinery?

Correct Answer: No

Module Name: Module 6

Equal Opportunity & Anti-Discrimination, Harassment and Violence

Q.1 It is unlawful to discriminate, harass or inflict violence against someone because of their race, colour, ethnicity, national origin and nationality, decent, sex, pregnancy, marital status, political conviction, religious beliefs, disability or medical condition, orientation, age, accent, family responsibilities or family status at the University.

Correct Answer: True

Smoking

Q.1 Smoking and the use of electronic devices are prohibited on all University campus's and grounds including within Contractor vehicles/Plant and car parks.

Correct Answer: True

No Children or Pets

Q.1 Pets are allowed to be brought onto campus if they are on a leash.

Correct Answer: False

Induction Cards

Q.1 Photos for Induction Cards can be taken between 8.00am and 4.00pm at Building 502B Monday to Friday.

Correct Answer: True

Curtin University Induction Certificate
Name:
Company Name:
Accuracy Report
Module Name: Module 1
Question No

Q. 1 for Introduction	Attempt
Q. 1 for Contractor Induction Cards	1
Q. 1 for Contractor Parking	1
Q. 1 for Other Perth Campuses	1
	1

Question No

Q. 1 for Hours of Operation	Attempt
Q. 1 for Bentley Campus Security - Passes and Keys	1
Q. 1 for Contractor Parking - VAMP	1

Module Name: Module 2
Question No

Q. 1 for Safety Obligations for Contractors	Attempt
Q. 1 for Training and Licences	1
Q. 1 for Contractor Responsibilities	1
	1

Question No

Q. 1 for Documentation	Attempt
Q. 1 for Driving on Campus	1

Module Name: Module 3
Question No

Q. 1 for Permits to Work	Attempt
Q. 1 for Fire System Isolations	1

Question No

Q. 1 for Permits - Dig/Excavation and Isolations (Services)	Attempt
Q. 1 for Managing Unwanted Fire Alarms	1

Module Name: Module 4
Question No

Q. 1 for Polychlorinated Biphenyls (PCB's)	Attempt
Q. 1 for Working in Laboratories	1
Q. 1 for Pedestrian Safety & Traffic Management	1
Q. 1 for PPE	1
Q. 1 for Asbestos Management	1
	1

Question No

Q. 1 for Electrical Works	Attempt
Q. 1 for Hazardous Substances	1
Q. 1 for Mobile Plant	1
Q. 1 for Environmental Issues	1
Q. 1 for Renovation and / or Demolition work	1

Module Name: Module 5
Question No

Q. 1 for Emergency Management	Attempt
Q. 1 for Hazard/Incident/Injury Reporting	1
Q. 1 for Removal of Waste	1
	1

Question No

Q. 1 for Emergency Evacuation Procedure	Attempt
Q. 1 for WorkSafe	1
Q. 1 for Waterways and Stormwater	1

Module Name: Module 6
Question No

Q. 1 for Equal Opportunity & Anti-Discrimination, Harassment and Violence	Attempt
Q. 1 for No Children or Pets	1
	1

Question No

Q. 1 for Smoking	Attempt
Q. 1 for Induction Cards	1

Summary

 36 Questions
 0 Open Text Question

Induction Score for Contractor Induction is 100%

Curtin University Induction Certificate

Name: _____

Company Name: _____

Induction Score for Contractor Induction is 100%

ACKNOWLEDGEMENT - I acknowledge that I have personally read and understood the induction, successfully answered the questionnaire and agree to abide by all the requirements outlined in the induction.


Signed: _____

Date: _____

This Certificate is valid until: _____

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 <p style="text-align: center;">Induction Licence For</p> <p>Company: Induction: Contractor Induction</p> <p>Date: Time: Expiry:</p>	<p>Course Version: 76</p> <p>Curtin University</p> <p>ACKNOWLEDGEMENT - I acknowledge that I have personally read and understood the induction, successfully answered the questionnaire and agree to abide by all the requirements outlined in the induction.</p> <p>Signed: _____</p> <p>Date: _____</p>
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