

# 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](http://www.lendlease.com)

Workplace:	NBN Telstra HFC Project		Today's date:				
Family name:				Given name(s):			
Also known as:				Initial Induction:	<input checked="" type="checkbox"/>		
				Re-induction:	<input type="checkbox"/>		
Contact No.:				Date of Birth:			
Address:				Post Code:			
<b>Note to worker:</b> 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 checked="" type="checkbox"/> No: <input type="checkbox"/>		
Do you identify as a person who is:	Aboriginal	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Torres Strait Islander	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Both	Yes: <input type="checkbox"/> No: <input checked="" 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?			If yes, please provide details including any medications:			
	Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>			
Have you ever been removed or banned from working at a Lendlease workplace?			Yes:	<input type="checkbox"/> No:	<input checked="" type="checkbox"/>		
Have you worked in the construction industry in the last 2 years?			Yes:	<input checked="" 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.:				
Employer's Address:			Mobile No.:				
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 checked="" type="checkbox"/>				
I induction record. (signed) ..... (complete only when an interpreter has been used)							
Induction Topics Covered (tick <input checked="" type="checkbox"/> boxes as they are discussed in the induction)							
Project details	<input checked="" type="checkbox"/>	Traditional owners	<input checked="" type="checkbox"/>	HSE Policies	<input checked="" type="checkbox"/>	Key project contacts	<input checked="" type="checkbox"/>
Hours of work	<input checked="" type="checkbox"/>	Hazards, Impacts & SWMS	<input checked="" type="checkbox"/>	Unexpected find protocol	<input checked="" type="checkbox"/>	Project welfare arrangements	<input checked="" type="checkbox"/>
First Aid arrangements	<input checked="" type="checkbox"/>	Consultation	<input checked="" type="checkbox"/>	Emergency response	<input checked="" type="checkbox"/>	Competency requirements	<input checked="" type="checkbox"/>
Pre-starts	<input checked="" type="checkbox"/>	Housekeeping	<input checked="" type="checkbox"/>	Incident reporting	<input checked="" type="checkbox"/>	Permit to Work	<input checked="" type="checkbox"/>
Workplace specific	<input checked="" type="checkbox"/>	Workplace specific	<input checked="" type="checkbox"/>	Workplace specific	<input checked="" type="checkbox"/>	Workplace specific	<input checked="" type="checkbox"/>
<b>Declaration:</b> 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% (Some questions have more than one answer)

<b>Question 1: Who has responsibility for environment, health and safety (EHS) in the workplace?</b>	
A <input type="checkbox"/> Supervisors	
B <input type="checkbox"/> Workers	
C <input checked="" type="checkbox"/> Everyone	✓
<b>Question 2: Safety Eyewear, appropriate to the task, must be worn:</b>	
A <input type="checkbox"/> Whenever its sunny	
B <input checked="" type="checkbox"/> Always on the project/workplace	✓
C <input type="checkbox"/> When foreign objects start to make your eyes water	
<b>Question 3: If you had an EHS concern, you would first talk to:</b>	
A <input type="checkbox"/> EHS Committee	
B <input checked="" type="checkbox"/> Your Supervisor	✓
C <input type="checkbox"/> Health & Safety Representative	
<b>Question 4: If someone was injured, you would:</b>	
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	
D <input checked="" type="checkbox"/> All of the above	✓
<b>Question 5: When a hazard is identified, it is best to:</b>	
A <input checked="" type="checkbox"/> Eliminate the hazard completely, if possible	✓
B <input type="checkbox"/> Use engineering controls	
C <input type="checkbox"/> Use PPE	
<b>Question 6: ALL Incidents and Near Misses (Safety or Environment) must be reported:</b>	
A <input type="checkbox"/> When you get time	
B <input checked="" type="checkbox"/> Immediately	✓
C <input type="checkbox"/> Once you realise it's really serious	
<b>Question 7: An excavator needs to be operated as part of the scope of work, who can operate the excavator?</b>	
A <input checked="" type="checkbox"/> A qualified Excavator operator	✓
B <input type="checkbox"/> EHS representative	
C <input type="checkbox"/> Anyone from the work crew who has done it before	
<b>Question 8: The Lendlease Services policy on alcohol and other drugs requires workers:</b>	
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 checked="" type="checkbox"/> All of the above	✓
<b>Question 9: Slips, trips &amp; falls can be prevented by:</b>	
A <input type="checkbox"/> Everyone taking responsibility for keeping work areas clean & tidy	
B <input type="checkbox"/> Reporting unsafe access conditions	
C <input checked="" type="checkbox"/> All of the above	✓
<b>Question 10: If you believe you are at risk of injury or harm to your health at work you should:</b>	
A <input type="checkbox"/> Withdraw from that work area and accept reasonable alternative work	
B <input type="checkbox"/> Report the situation to your supervisor & EHS representative	
C <input checked="" type="checkbox"/> All of the above	✓
<b>Question 11: In the event you hear the emergency signal sound, you should:</b>	
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 checked="" type="checkbox"/> Stop work, shut down all equipment and proceed to the muster point and await further instruction	✓

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<b>Question 12: Fitness for Work means:</b>	
A <input type="checkbox"/> Exercising at the local gym after hours	
B <input checked="" 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	
<b>Question 13: Electrical leads should be run:</b>	
A <input type="checkbox"/> Along the ground	
B <input checked="" 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	
<b>Question 14: A hazardous substance or a dangerous good shall not be brought onto site without?</b>	
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 checked="" type="checkbox"/> All of the above	✓
<b>Question 15: Harassment includes?</b>	
A <input type="checkbox"/> Insulting people due to their race or religion	
B <input type="checkbox"/> Telling sexually explicit jokes	
C <input checked="" type="checkbox"/> Both A & B	✓
<b>Question 16: Before mobile plant can be operated you must:</b>	
A <input checked="" type="checkbox"/> Have the required high risk licence for the item of plant (where required) and a current verification of competence	
B <input checked="" 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	
D <input checked="" type="checkbox"/> Only A & B	✓
<b>Question 17: If you fail to follow projects rules you may:</b>	
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 checked="" type="checkbox"/> All of the above	✓
<b>Question 18: High risk work must:</b>	
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	
D <input checked="" type="checkbox"/> Only B & C	✓
<b>Question 19: Where could you find potential Asbestos Containing Material (ACM)?</b>	
A <input type="checkbox"/> Pits and conduits	
B <input type="checkbox"/> Roof eaves and wall sheeting	
C <input type="checkbox"/> Fake brick cladding / Fake weather board cladding	
D <input checked="" type="checkbox"/> All of the above	✓
<b>Question 20: What are the "HAVE's" when on site:</b>	
A <input type="checkbox"/> nbn Card & Letter of Authority	
B <input type="checkbox"/> nbn Signage	
C <input type="checkbox"/> Appropriate PPE & Professional presentation	
D <input checked="" type="checkbox"/> All of the above	✓

Office Use only: Score:

Competent:

Not Yet Competent:

Inductor Signature:

Induction Guidelines

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<b>Objectives</b>	<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"> <li>- A worker holds a General Construction Industry Training Card No. or WA/Vic equivalent</li> <li>- A worker holds the high risk licences they claim they do</li> <li>- A worker has worked in the construction industry in the last two years (where applicable)</li> <li>- A worker has been provided health and safety information relevant to the workplace in a way that is readily understandable by them</li> <li>- A worker's competence to work on a Lend Lease Services workplace has been assessed.</li> </ul>
<b>Responsibility</b>	<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>
<b>Qualifications of trainer</b>	<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>
<b>Privacy Act 1988 (Cth)</b>	<p>All information gathered on the Induction Record is subject to the <i>Privacy Act 1988 (Cth)</i> and all completed induction records must be stored securely.</p>
<b>Proof of identity</b>	<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 attending the induction. This can be achieved by sighting one of the following photo identification cards:</p> <ul style="list-style-type: none"> <li>- Current Australian Driver's Licence</li> <li>- Current Proof of Age Card</li> <li>- Australian or overseas Passport (current, or expired within the previous two years, but not cancelled)</li> <li>- Current MSIC or ASIC card</li> <li>- Current Tertiary Education Institution Photo ID</li> <li>- Working With Children/Teachers Registration Card</li> <li>- Birth Certificate/Birth Extract</li> <li>- Australian Citizenship Certificate</li> </ul> <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"> <li>- Foreign/International Driver's Licence</li> <li>- Medicare Card/Private Health Care Card</li> <li>- Council Rates Notice</li> <li>- Property Lease/Rental Agreement</li> <li>- Property Insurance Papers</li> <li>- Tax Declaration</li> <li>- Superannuation Statement</li> <li>- Electoral Roll Registration</li> <li>- Motor Vehicle Registration or Insurance Documents</li> <li>- Professional or Trade Association Card</li> <li>- Utility Bills (e.g. Telephone, Gas, Electricity, Water)</li> <li>- Credit/Debit Card(s)</li> <li>- Bank Statement/Passbook</li> </ul>
<b>Language &amp; Literacy</b>	<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>