

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:	LENLEASE	Today's date:	14-08-19	Initial Induction:	<input checked="" type="checkbox"/>	Re-induction:	<input type="checkbox"/>
Family name:	[REDACTED]	Given name(s):	[REDACTED]				
Also known as:		Contact No.:	[REDACTED]				
Address:	[REDACTED]	Post Code:	[REDACTED]				
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:	[REDACTED]	Contact No.:	[REDACTED]				
Relationship:	[REDACTED]	Are you under 18?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>				
Are you legally entitled to work in Australia:	Yes <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Note for project: If the inductee is under 18 and not an apprentice or under a formal traineeship contact People & Culture.					
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 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 checked="" type="checkbox"/>		If yes, please provide details including any medications. Any worker who is taking a prescribed drug is obligated to advise their supervisor and complete a SF-607B – Medication Declaration form.				
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? If no, depending on the location state of the project, you may need to complete refresher training for the Construction General Induction training (White/Green Card)		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>					
Who are you working for?	[REDACTED]						
Employer's Name (if not the same):				Telephone No.:			
				Mobile No.:	[REDACTED]		
Employer's Address:	[REDACTED]						
Do you speak English as a second language? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		Do you require the services of an interpreter? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>					
I (name of interpreter) have correctly interpreted the induction information to the worker named in this induction record. (signed)							
Evidence of Industry Competency & High Risk Worker Licences (copies to be attached):							
General Construction Induction Training Card or WA/Vic equivalent	Yes: <input checked="" 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					
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: [REDACTED]			
Inductors Name:	[REDACTED]			Signed: [REDACTED]			

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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 checked="" type="checkbox"/> Everyone
Question 2: Safety Eyewear, appropriate to the task, must be worn:
A <input type="checkbox"/> Whenever its sunny
B <input checked="" 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 checked="" type="checkbox"/> Your Supervisor
C <input type="checkbox"/> Health & Safety Representative
Question 4: If someone was injured, you would:
A <input checked="" type="checkbox"/> Ensure someone goes for assistance whilst someone stays with the worker
B <input checked="" type="checkbox"/> Do not attempt to move the injured person unless it is not safe to leave him/her where they are
C <input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 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
Question 13: Electrical leads should be run:
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
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 checked="" 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 checked="" type="checkbox"/> Both A & B
Question 16: Before mobile plant can be operated you must:
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
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 checked="" 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 checked="" 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: As directed by Telstra, always wear your Telstra ID in which location?
A <input checked="" type="checkbox"/> Around your neck
B <input checked="" type="checkbox"/> Your chest pocket
C <input checked="" type="checkbox"/> Clipped to your waist
Question 20: Telstra network site logbooks are being replaced with?
A <input type="checkbox"/> A coffee machine
B <input checked="" type="checkbox"/> QR Code Site Register stickers
C <input type="checkbox"/> A white board