

## WHS Induction for Contractors/Visitors

The Hub for Learning Pty Ltd is committed to ensuring the health and safety of our workers, contractors and all other visitors.

**For your safety and the safety of others, it is a condition of entry to this Venue that you take a few minutes to read this briefing.**

### General Safety Information

- All visitors are required to report to the main reception on arrival.
- Violent, threatening, or other unacceptable behaviour is not tolerated.
- Smoking, alcohol, and illegal drugs are not permitted on premises.
- Weapons, including knives, are not permitted on premises.
- All hazards, incidents and injuries must be reported to the main office. Injuries will be recorded in the Register of Injuries. First Aid treatment is available on site.

### Emergency Procedures

In a life-threatening emergency DIAL 000 For Fire, Police and Ambulance. In all cases advise The Hub for Learning team.

**Follow directions of The Hub for Learning staff in the event of an evacuation**

### Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the site map.
- Remain in the assembly area until advised otherwise.

### Contractors

All contractors are to report to reception to:

- indicate the location and duration of the job
- sign in/ out of The Hub for Learning Visitor Register
- advise of the status of the job before leaving the site
- remove all job and personal rubbish

Additionally, the contractor may be required to:

- produce a copy of their Safety Management Plan, including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish
- produce Public Liability Insurance documentation before work is commenced
- complete a Prohibited Employment Declaration concerning tasks requiring specific training or licenses.