



## **Shire of Denmark Contractors Induction** **Frequently Asked Questions**

- A Guide for Contractors -

**Under Section 23D of the Occupational Safety and Health Act 1984, it is a requirement that you undertake an Occupational Safety and Health Induction prior to commencing any contract works.**

**Q Which contractors, doing what sort of work are captured by this required Council policy?**

A All contractors who provide manual-handling services, as well as plant machinery & equipment operating services to the Shire of Denmark are required to complete the online induction<sup>#1</sup>.

**Q Will this training be required by the employees of the contractor?**

A At least one representative from the contracting company is required to complete the online induction. The employer must then pass on the information to any employees working on the local government contract. A PDF of a power point presentation is available on the 'LGISWA' website ([LINK: http://www.lgiswa.com.au/contractor-induction](http://www.lgiswa.com.au/contractor-induction)); this can be printed and provided to employees to inform them of the local government's safety system.

All employees will also require a brief site specific induction from a local government representative prior to them commencing work at the site.

**Q What documents do I need at hand before I login to "LGISWA" to do the online course?**

A When you have logged into the 'LGISWA' website, you will be required to provide some legal information before you can move onto step one of the online course. In order to expedite this step, you will need have the following business documents at hand before you begin;

- Public Liability Insurance Policy Number & Expiry date,
- Professional Liability Insurance Policy Number & Expiry date,
- Workers Compensation Insurance Details.

**Q Can I do a practice run through the course questions before beginning the actual online course?**

A Yes. If you would like to read through the course and its' questions before making your attempt to complete the online course as required, type the following link into your browser address line and you will be able to view or print a hardcopy of the induction as it will appear when you login to do your online induction. ( [LINK: http://tinyurl.com/cjn2lkd](http://tinyurl.com/cjn2lkd) )

**Q What do I do if I fail or get interrupted during the online course?**

A You can log back in through the link that you were provided, you are required to re-enter all details exactly as they were the first time you registered, this will log you back in to where you finished.

**TIP:** Press the print screen key on the keyboard and paste the image to a word document and print it before you commence the session, this will enable you to recall the exact information.

**Q Do we still receive an LGIS blue card to verify completion of the contractor induction?**

A The person undertaking the induction will be able to print a certificate to retain as verification. A record will also be maintained within the LGIS database.

**Q i) What is the cost of the induction and, ii) How long is this certified induction valid for?**

A i) The induction is \$9 plus GST which is paid by the contractor. This amount is paid by credit card prior to commencing the induction. ii) As the current legislation is under review with the new 'Harmonisation' legislation being introduced at the end of June 2013, you will need to repeat the online and on-site induction again at the 1<sup>st</sup> July 2013.

**Q How long does the induction take?**

A The induction takes approx 1½ hours to complete. There are 20 questions throughout the induction and an 80% pass rate is required to complete the induction. If the score is less than 80%, the participant will need to go back into the session and repeat to attain an 80% pass rate.

(See page 2 for more FAQ's)

Q **How often does the induction need to be completed?**

A **The induction only needs to be completed once**, however the contractor is required to provide up to date insurance documentation to the local government on an annual basis or whenever you update or renew your policies. If the contractor has already completed the previous LGIS induction, they would not need to complete this new induction.

Q **If my business contracts a service at multiple sites within the Shire, do we need to undertake a site induction at every different site location?**

A **In theory, under the aforesaid Section 23D OSH Act 1984, the answer is yes**, you would need to do an induction before commencement of any works at a Shire site where there has not previously been an induction undertaken. However, there will of course be individual discretion applied where it is not necessary or feasible to **repeat** a worksite induction, or the site induction may be handled over the telephone where practical.

**#1** All contractors are required to have appropriate licenses (eg construction safety awareness card, high risk work licences, trade registrations) to complete the work safely, and the council is to be given copies of these documents on request to demonstrate that your staff hold the appropriate certificate of competency for the work activity, plant and equipment.