

MRT Mornington Facilities Induction Form

Name			
Company			
Address			
Phone Number		Email	
Emergency Contact Number		Contact Name	

I have read and understand all instructions and conditions listed in the MRT Mornington Facilities Safety Induction Requirements .	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
I understand all instructions and conditions given to me in regards to working in the <i>MRT Mornington Laboratories</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
I agree to comply with all safety instructions as outlined and as further issued to me by MRT staff while visiting the Mornington facilities. I agree to undertake all activities in a safe and diligent manner and agree not to place myself or others at risk by my actions or inactions and report any noticeable hazard.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Contractors Only- I have read and understand all instructions and conditions listed in the <i>State Growth Work Health and Safety Contractor Standards (PTO)</i> .	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
Signature	Date	__/__/__

MRT Use Only			
Induction Officer		Orientation Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Office & Visitor Register	<input type="checkbox"/> Visitor Car Park	<input type="checkbox"/> Emergency Exits & Muster	<input type="checkbox"/> Visitor Zones
<input type="checkbox"/> First Aid Kit & Officers	<input type="checkbox"/> Amenities	<input type="checkbox"/> Emergency Procedures	<input type="checkbox"/> PPE Areas
Signature	Date	__/__/__	

CONTRACTORS

- All contractors and/or consultants (collectively referred to as “Contractors”) at Department of State Growth (State Growth) sites are to be inducted prior to carrying out work.
- Where applicable, Contractors must report to reception and sign the Contractors register. The register is to be signed each time they exit or enter the facility.
- All Contractors must be issued with a copy of the Contractor Work Health and Safety (WHS) standards.

VEHICLES ON SITES

- Where a site provides for parking, Contractors must park vehicles in designated areas only and must obey site speed limits. Contractors must not obstruct any entrances/exits and must take extra care when reversing.

CLEARANCE TO WORK

- Contractors, performing work that is deemed greater than low risk by State Growth, must demonstrate how safe work practices will be conducted in order to obtain clearance to work and commence work on site. The work must then be conducted in line with this commitment.
- Contractors must ensure their approach clearly addresses activities involving the following:
 - Asbestos containing materials
 - Confined space
 - Contaminated sites
 - Cranes and/or lifts
 - Demolition or construction works
 - Dust / fumes
 - Excavations
 - Hazardous chemicals
 - Hazardous voltage
 - Hot work
 - Mobile plant / vehicles / pedestrian interactions
 - Noise
 - Penetrations
 - Remote or Isolated work
 - Simultaneous operations or subcontracted work
 - Working at height

HAZARD & INCIDENT REPORTING

- Any hazard or incident occurring on site must be reported to the designated State Growth contact as soon as possible and no later than the shift on which it is identified.

WORK ORGANISATION

- Each Contractor is responsible for maintaining a clean and orderly work site and for removing equipment, materials, tools and all litter upon completion of work.

PLANT & EQUIPMENT

- The Contractor must provide all plant and equipment necessary to complete the work.
- State Growth plant, equipment or services may not be used unless prior written approval has been given.
- All plant and equipment must comply with relevant legislation, Codes of Practice and Australian Standards.
- All plant and equipment used must be in proper working order and must be used safely and in accordance with any manufacturers and/or operational specifications or guidelines.
- All electrical tools and equipment must be tested and tagged and in date. Residual Current Devices (RCDs) must be used at all times for portable electrical equipment.

HAZARDOUS CHEMICALS

- All chemicals used on site must be approved and Safety Data Sheets or Safe Handling Procedures provided.
- Safety Data Sheets for all chemicals stored and handled by State Growth are readily available.
- Any spill of chemicals must be contained and appropriate recovery action taken.

ISOLATION OF SERVICES

- Services such as gas, air, water, steam, electricity or communications must not be isolated without prior permission from the designated State Growth contact, unless the isolation of any such services is necessary for safety or emergency reasons and obtaining the prior permission of the designated State Growth contact is not reasonably practicable.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE must be worn when required i.e. when listed on SWMS, JSA, standard work instructions / procedures or work site signage.

- Enclosed footwear must be worn at all times.
- High visibility clothing must be worn at all times when outside of the office environment.

BEHAVIOUR STANDARDS

- State Growth has a zero tolerance policy for violence and threats in the workplace or at work-related events. All Contractors are required to uphold State Growth’s zero tolerance policies and behave respectfully and in a manner that promotes safety and equality in the workplace.
- There are certain behaviours that will result in disciplinary action, which may include the suspension or termination of the work, and in respect to criminal or potentially criminal behaviour and where deemed appropriate by State Growth, in their sole discretion, referral to the Police. These behaviours include:
 - Inappropriate, violent or disrespectful behaviour
 - Smoking in non-designated areas
 - Possession or use of illegal drugs or alcohol on a work site or presenting to work affected by such substances
 - Vandalism or theft of property
 - Failure to comply with reasonable instruction
 - Unauthorised access to any State Growth site
 - Any substantive breach or failure to comply with these State Growth Contractor Standards.

SECURITY

- Each Contractor on site is responsible for reporting anything suspicious to their site manager.

EMERGENCY RESPONSE

- Report any emergency to the designated State Growth contact.
- In the event of evacuation, proceed as instructed to the designated evacuation point.
- For remote sites Contractors must ensure an emergency response plan is in place and follow this.

FIRST AID

- Trained first aid personnel are located on State Growth operational sites. First aid kits are provided in designated areas.