

Contractor Induction Sheet

The contractor must read and sign this induction and return it to the Building Supervisor. A copy of this document will be kept on file and a copy will be provided to the contractor.

The Law S.28 WH&S Act 2011

While at work, a worker (Contractor) must:

- a) Take reasonable care for his or her own health and safety.
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- c) Comply, so far as reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- d) Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to the workers.

Work Area Hazards

A number of hazards exist in the Hospitality Industry which may include (but not limited to):

Slip Hazards	Hot liquids and Equipment	Loud work areas	Hazardous Chemicals	Sharp items and equipment	Heavy or awkward equipment
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You have been engaged as an experienced Contractor and we expect that you are familiar with the risks associated with your type of work. We ask that you remain vigilant and always ask a Supervisor if you are unsure of the safety requirements for completing any task.


Asbestos Information

The Club has undergone an asbestos audit. Before conducting any work please take precautions regarding the management of asbestos. An asbestos audit document is available for viewing. Ask reception for the asbestos audit before conducting any work.

First Aid

In the event of injury, the following response must be followed:

1. Notify a Duty Manager or First Aid Officer to attend and provide first aid treatment
2. Assist the First Aid Officer with any request (i.e. call ambulance, assist with first aid, retrieve a first aid kit etc.)

<p>First Aid Kits Located:</p> <ul style="list-style-type: none"> • Concierge • DM Office • Gaming Cashier Office • Bravo Bar (behind) • TK • Kittyhawk <p>Level 1</p> <ul style="list-style-type: none"> • Events Office • Maintenance • BP • Main Kitchen <p>Level 2</p> <ul style="list-style-type: none"> • Admin Office 	<p>First aid kits are identified with this sign:</p> <div style="text-align: center;">  </div>
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If you require first aid assistance speak to a Building Supervisor, Staff Member or call the Duty Manager from a landline on **250 Day and 252 After 5pm**. Call **000** for Police, Fire, Ambulance. Quote the address: 21 Kittyhawk Drive, Chermiside, 4032.

Electrical Equipment

Comply with the following:

- Never use piggy pack leads or double adaptors.
- Check for defects such as frayed cords before use etc
- Access to electric supply, control cabinets is strictly prohibited unless you are an authorised person
- Do not position electrical cords where they could pose a trip hazard.
- Do not allow electrical cords to come into contact with water (around bars, wet floors etc)
- All equipment brought on site must be test and tagged and comply with Australian Standards

Incidents & Injuries

ALL incidents and near misses **MUST** be reported to the venue (regardless of how small). All injuries and incidents are reviewed at Safety Meetings and by Management.

Chemicals

Comply with the following:

- When bringing any chemicals onsite you must have a copy of the Safety Data Sheet (SDS)
- Ensure chemicals brought onsite are correctly labelled and only dispensed in suitable chemical grade containers
- Ensure substances are disposed of in the correct manner as per the manufacturer's recommendations
- When using a hazardous substance, it is your responsibility to locate and read the Safety Data Sheet (SDS), before handling the substance
- Always ensure lids are secure on all hazardous substance containers to avoid spillage
- **You must use the prescribed Personal Protective Equipment (PPE)** as outlined in the Safety Data Sheet.

Working at Heights

If using ladders, they must be load rated at 120kg. You must maintain 3 points of contact on a ladder at all times. If you are working from a ladder the preferred type of ladder is a platform ladder, or a step ladder with a handle. When working in areas where there is a risk of a fall you are required to ensure fall protection (harnesses or lanyards) and edge protection is used. Contractors should be competent to work at heights and conduct the appropriate risk assessments before working at heights or using a ladder.

If you are working at heights over 2m you must complete a **working from heights permit** and **working at heights checklist** in addition to your own SWMS and safety policies and procedures. Permits are available at reception (you may use your own permit system if available).

Guidance for Hosting Contractors

The Kedron Wavell Services Club Hosts are responsible for ensuring contractors sign in and out using the QR Code provided by Lighthouse Safety and Compliance.

All contractors must comply with the Club's contractor induction and must be aware of the specific risks before contract work commences.

Safe Work Method Statement (SWMS)

SWMS offer an effective method of communicating and implementing safe work practices. Contractors attending the venue undertaking work are required to provide an approved SWMS by emailing a copy of the SWMS to the relevant Club representative/host for verification.

At a minimum, the SWMS must include the following:

- Contractor name and ABN.
- Details of the person responsible for implementing, monitoring, reviewing and ensuring the SWMS review date is within a reasonable time to ensure its currency (i.e., 2 years for example)
- A description of the activity and scope of the work being conducted. The SWMS must identify “high-risk construction work” (if applicable).
- A breakdown of the steps/tasks required to complete the work activity.
- Competencies and training required to undertake activity (i.e., inductions, licenses, qualifications, trade certificates).
- Hazards are identified for each / step task. Consideration of the following:
 - Are workers required to lift heavy or awkward items?
 - Are workers required to use machinery or equipment?
 - Are workers required to handle chemicals?
 - Are workers required to work at height?
 - Are workers exposed to noisy/hot/cold environments?
 - Are workers using electrical tools or working on electrical infrastructure?
- Risks are assessed for each hazard identified. Evidence of a risk assessment/score rating via matrix is suitable.
- Control measures must be documented for identified hazards. Controls should be allocated per the hierarchy of controls (e.g., elimination, substitution, isolation, engineering and administrative controls).
- Specify task-specific, emergency/rescue procedures (e.g., arrested falls, confined space).
- Document chemicals (including fuels) required to complete the task.
- Safety Data Sheets attached if hazardous chemicals are to be used and introduced to the venue.
- Consideration of after-hours work for sealing/stripping tasks etc. and the use of exhaust fans.
- The names, positions and signatures of any contractors competent / trained in the SWMS should be provided.
- The name, position and signature of the contractor’s senior management representative.

A contractor’s SWMS that fails to meet the requirements of the Kedron Wavell Services Club SWMS Review Checklist above must be rejected and work must not commence.

Housekeeping Practices

All contractors are to be aware of their responsibilities and duties in the introduction of hazards and preventing or minimising food contamination:

- The contractor shall keep the venue and all areas under its control free from the accumulation of waste materials and rubbish regularly or when directed to do so by a Kedron Wavell Services Club representative.
- At the time of practical completion, the contractor shall leave the venue in a clean and orderly condition by removing its worksite facilities, amenities, equipment, tools, rubbish and surplus materials. On no account may any material be deposited on site.

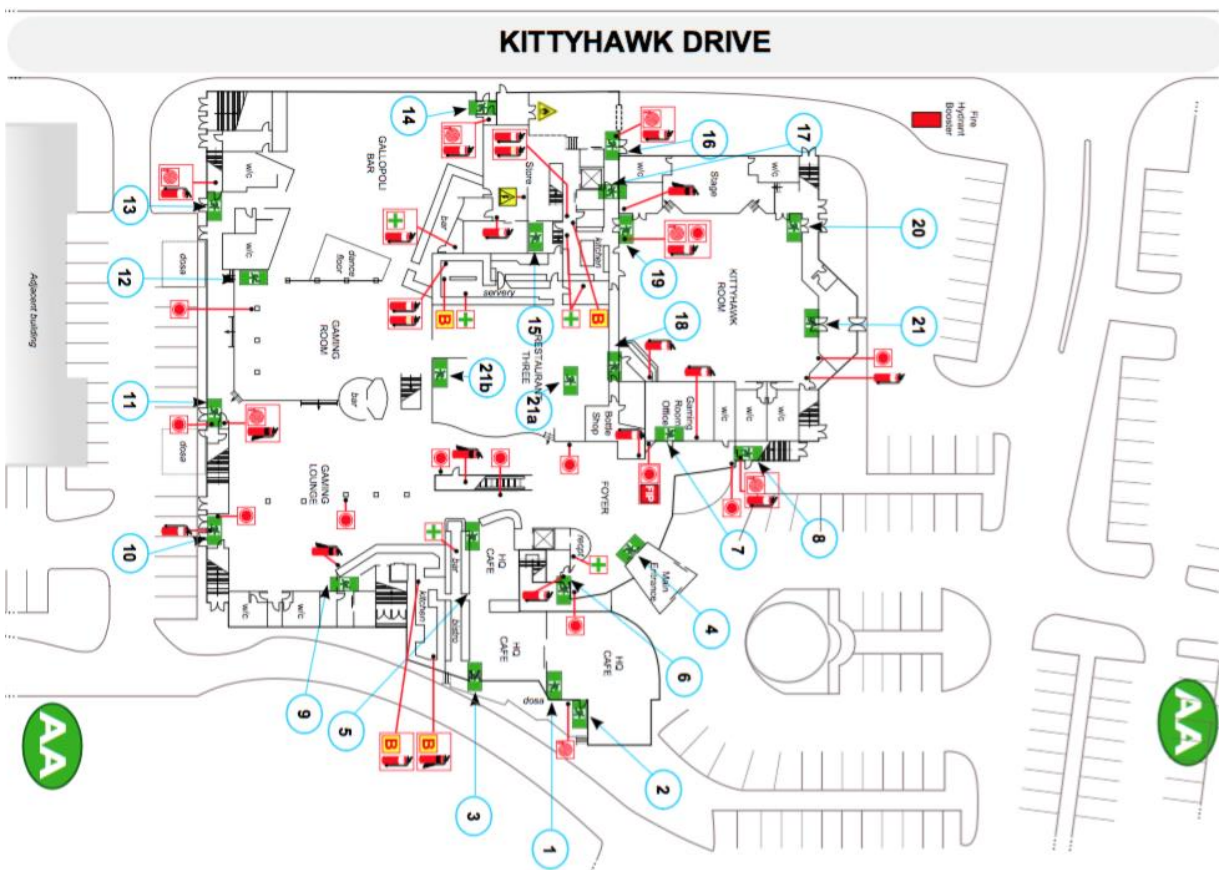
Permit System

Before conducting Hot Work (welding, grinding etc) or Cold Work (work with composite building panels) the contractor must request a Hot Work Permit or Cold Work Permit from reception. The permit must be completed and returned to reception upon completion of the hot work. This permit is to be used in conjunction with the contractor's own safety system and documents.

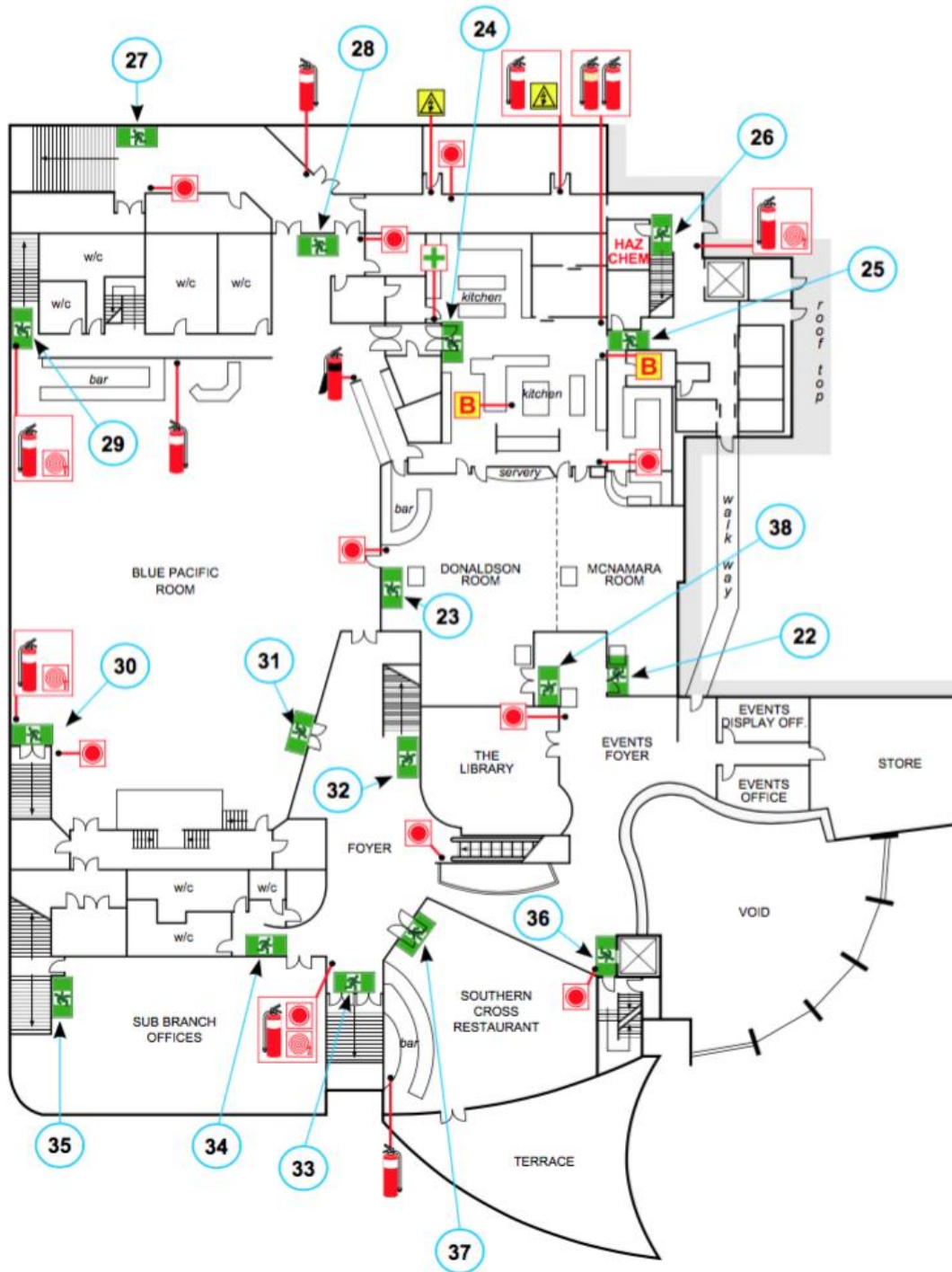
- **Hot Work Permit obtained from reception.**
- **Cold Work Permit obtained from reception** (insulated sandwich panels/composite building panels).

Refer to evacuation diagrams around the Club for Exit points closest to your location. Before starting a Supervisor will show you the location of relevant safety items and information.

Ground Floor



1st Floor



2nd Floor

