



Worker Induction Handbook

Table of Contents

<u>Welcome to GVK Group</u>	<u>3</u>
<u>GVK Group WHS Statement.....</u>	<u>4</u>
<u>GVK Group Organisational Chart.....</u>	<u>4</u>
<u>Safety Rules</u>	<u>5</u>
<u>Induction Checklist.....</u>	<u>13</u>

Welcome to GVK Group

Welcome to GVK Group!

We are delighted you are joining us as a (insert role title). We are pleased that you have chosen to join GVK Group.

You will be working in an environment where people have a strong work ethic, which advances GVK Group, in the broader business community.

Integral to our success is our international, diverse, and talented workers – a group that you will now strengthened.

The enclosed information is designed to serve as an introduction to the Workplace Work Health and Safety obligations of GVK Group and provide resources that will assist you understanding what role you play in contributing to our overall WHS management.

Above all, we wish you every success and hope, like us, you will find GVK Group an inspiring place to work.

Warm Regards,

Angela Delic

GVK Group WHS Statement

GVK Group recognises its moral and legal responsibility to provide a safe and healthy work environment for workers (including contractors and workers of contractors), customers and visitors to the workplace.

The WHS Management System has been approved and endorsed by the owner and Senior Management of GVK Group.

All Workers will be inducted before starting work at GVK Group.

GVK Group requires all relevant Workers to adhere to the contents of the Work Health and Safety Management System (WHSMS).

GVK Group Organisational Chart

Owner

Name/s: Angela Delic

Office Manager

Name/s: Danjela Bandur

Direct Manager/Supervisors

Name/s: Ray Tahiri / Jesse Gagro / Victor Fernandez

WHS Manager

Name/s: David Foggo (Eighteen33)

First Aid Officers

Name/s:

Site Foreman

Name/s:

Safety Rules

SITE ACCESS	♦ All visitors must report directly to the site supervisor who will arrange for site induction; ♦ Unsafe or restricted areas will be identified by barriers and/or signs and should be accessed by authorized personnel only; ♦ Visitors must be given a site induction and escorted around site.
SITE INDUCTION	♦ All workers must undergo this site-specific induction prior to commencing work; ♦ Ongoing training will be identified through the Work Method Risk Assessments and carried out during Toolbox talks; ♦ All workers are to provide evidence of licenses and required certificates to GVK Group prior to start of work.
SITE SAFETY OBJECTIVES	It is the responsibility of every person on site to ensure work is carried out in a safe manner. Every worker is responsible to report hazardous conditions to supervisor/s immediately. The objectives of these site safety rules are to: ♦ Fairly and impartially regulate the actions of workers to assure a safe, orderly, and efficient work environment throughout the project. ♦ Emphasize worker responsibility to not undertake any duties considered unsafe. ♦ Identify examples of types of conduct or performance not acceptable in the workplace.
SUPERVISION	♦ All workers must be adequately supervised; ♦ Supervision levels will be decided on risk level of task and experience of workers; ♦ Visitors will always be accompanied by site representative whilst at the workplace.
LICENSING PERMITS	All Workers must have appropriate and current licences and checks ♦ Current Drivers Licence; ♦ Any other qualification / certificate deemed relevant to the role.

Safety Rules

PPE	♦ Safety footwear must always be worn on site. ♦ All workers/visitors must wear designated PPE when at the workplace; ♦ PPE must meet relevant Australian Standards; ♦ PPE must be suitable for the type of work and the hazards involved; ♦ PPE must be kept in good working order, clean and hygienic; ♦ PPE must be of suitable size and fit to be reasonably comfortable for workers to wear for required duration; ♦ PPE must be maintained, repaired, and replaced as per manufacturer's instructions; ♦ Workers must be trained in the proper selection, use, maintenance, and storage of PPE; ♦ Workers must use PPE for its designed purpose and comply with information, training, and instructions for use.
TRAFFIC MANAGEMENT PLAN (TMP)	♦ Written TMP for the workplace must be communicated to all workers and visitors at the workplace; ♦ Controls in the TMP must be suitable for the conditions of the workplace and followed by all Workers; ♦ Speeds of vehicles must be suited at the workplace conditions and as per the limits set out in the TMP; ♦ The maximum speed limit at the workplace is five (5) km/h in good conditions; ♦ Pedestrians must not enter exclusion zones as marked on TMP.
SAFE WORK PROCEDURES (SWP) & SAFE WORK METHOD STATEMENTS (SWMS)	♦ SWP's and SWMS must be developed in consultation with relevant Workers for high-risk tasks; ♦ SWP's and SWMS are to be provided to workers and will contain suitable risk controls; ♦ SWP's and SWMS must always be complied with; ♦ Copies of relevant SWP's and SWMS must be kept at on site at all times and accessible to workers; ♦ Adequate supervision must be provided to ensure SWP's and SWMS are being followed; ♦ SWP's and SWMS must be reviewed and monitored as required; ♦ SWP's and SWMS must be updated to reflect any changes required and all updates communicated to relevant Workers.

Safety Rules

DRUGS & ALCOHOL	- GVK Group GVK Group maintains a zero-tolerance policy when considering drugs and alcohol in the workplace; - Workers must not operate any plant or equipment whilst under the influence of drugs or alcohol; - Alcohol and illegal drug use will not be tolerated at this workplace; - Workers are not to arrive at the workplace under the influence of alcohol or illegal drugs and must not partake of these substances whilst on any GVK Group 's premises; - Workers must abide by the Drug and Alcohol Policy and Procedure
ELECTRICAL SAFETY	- All electrical equipment must be inspected before use; - Unsafe electrical equipment or installations will not be permitted at the workplace; - All electrical equipment must be tested and tagged as per WHS legislation and relevant Australian / New Zealand Standard; - Suitable Residual Current Devices (RCD's) must be in use for all socket outlets and portable electrical equipment at the workplace; - Electrical work on energised equipment is not permitted unless authorised; - A documented Risk Assessment must be completed before any work on electrical plant or equipment commences.
WORKER RESPONSIBILITIES	- All Workers at the workplace must treat each other professionally; - Workplace bullying and/or violence or practical jokes will not be tolerated at this workplace; - Workers must take reasonable care for their own health and safety; and ensure that their actions (or inactions) do not put others at risk; - Workers must comply with SWP policies and procedures at the workplace; - Workers must participate in health and safety meetings and agreed consultative arrangements where possible.
WORKPLACE AMENITIES	- Amenities may be shared and should be left in a clean and hygienic manner, free of contamination; - Amenities must only be used for the purpose that they are designed for; - All Workers are responsible for cleaning the break room areas; - All Workers to report any hygiene issues associated with toilet facilities if detected; - Workers are invited to discuss the adequacy of workplace amenities at any time to ensure they meet the requirements of the workplace; - Toilet facilities are provided; - Wash/showering facilities are provided; - Lunchroom/break rooms are provided;

Safety Rules

HOUSEKEEPING	♦ All Workers at the workplace must clear away waste in a reasonable timeframe to avoid build-up of waste materials; ♦ Waste materials must not be stored in walkways or other areas where it may pose a risk to others; ♦ Spills must be cleaned up quickly.
HAZARDOUS SUBSTANCES	♦ A register of Safety Data Sheets (SDS) for all hazardous materials is kept by GVK Group and must be reviewed prior to any chemical use; ♦ Storage facilities are provided and SDS is to be consulted on handling and storage prior to each use; ♦ Spills must be cleaned up immediately wearing correct PPE.
MOBILE PHONES	♦ Workers operating mobile plant/vehicles must not use their mobile phones while operating vehicles and equipment. This includes making and receiving calls, sending/receiving texts, or accessing any other features; ♦ Workers must not use mobile phones during work hours; ♦ Mobile phones can be used in allocated work breaks; ♦ GVK Group accepts no responsibility for damaged or stolen worker mobile phones
SMOKING	♦ Workers who wish to smoke during work hours must only do so outside the workplace and in their scheduled breaks or other approved times; ♦ Workers are not permitted smoke: ○ During working hours (working on paid shifts) ○ Enclosed or partially enclosed areas ○ Work vehicles ○ Near doorways or windows ♦ GVK Group has a dedicated outdoor smoking area; ♦ Smoking cigarettes is not permitted in the workplace;
PUBLIC SAFETY	♦ All Workers at the workplace must take reasonable care to protect members of the public from risks arising from work undertaken at the workplace; ♦ All Workers must follow procedures, such as Traffic Management Plans, and task specific SWP, to protect public from risks associated with hazardous work, operating plant and/or use of hazardous substances; ♦ Materials must not be thrown from heights into areas where person may be below; ♦ Where pedestrian detours are required, pathways must be free of traffic, plant, equipment, live electrical cabling, slips, trips, falls risks and other hazards.

Safety Rules

SECURITY	♦ All Workers must follow security protocols at all GVK Group buildings; ♦ Access/Exit to buildings will be controlled to prevent unauthorised access; ♦ All Workers must sign-in and make their presence known to a Supervisor; ♦ Closed Circuit Cameras are in use on site twenty-four hours a day.
ACCIDENTS & EMERGENCY PROCEDURES	In the event of an emergency: ♦ Stay calm and do not panic; ♦ Sound alarm and warn others of any danger; ♦ Follow direction of fire warden to emergency muster point ♦ Assist any injured person and render the scene safe; ♦ Do not move the injured person if possible; ♦ Administer emergency assistance and contact First Aid; and ♦ Report the incident to the supervisor and fill out the relevant records.
HAZARD IDENTIFICATION	♦ All accidents / incidents to be reported immediately no matter how minor; ♦ Any unsafe situations of which you are aware, are to be reported immediately; ♦ Before commencing any construction process the relevant work method and Hazard Identification forms must be reviewed by all concerned.
TRAINING & COMPETENCY	♦ All workers must have appropriate and current certificates, licenses, and accreditations; ♦ GVK Group Workplace Task Competency Assessments; ♦ Industry Experience (Trade Certificate).
MANUAL HANDLING	♦ Do not attempt to lift objects that appear too long, large, or heavy. ♦ Bend at the knees and do not twist your body when lifting, carrying, or moving a load; ♦ Use personal protective equipment; ♦ Use mechanical lifting aids wherever possible; ♦ Never direct a person to lift an object if you are not sure of its weight.

Safety Rules

PLANT, VEHICLES AND EQUIPMENT	♦ Inform GVK Group immediately if you are disqualified from driving; ♦ When operating a motor vehicle in the performance of your duties, you must observe and obey the relevant road laws in the state or territory in which you are driving. All workers must: ○ Always adhere to the appropriate speed limit; ○ Wear the restraints provided at all times when travelling in the motor vehicle; ○ Ensure that you are not affected by alcohol and/or drugs at the time of driving; ○ Report any defects or issues with the motor vehicle; ○ Ensure that the motor vehicle is maintained in safe working order; ○ Ensure that only authorised passengers are transported in motor vehicles; and ○ Ensure that authorised passengers use the restraints provided.
UNIFORMS	♦ Consistent with the culture of GVK Group, you will be expected to present a professional image with regard to your appearance and standards of dress and maintain excellent standards of personal hygiene at all times; ♦ Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis; ♦ At the end of your employment you must return personal protective equipment issued to you. Failure to return your uniform and personal protective equipment within seven days will result in the cost of the items being deducted from any monies outstanding to you.
ABSENTEEISM / LATENESS	♦ Workers must ensure they arrive for work on time wearing correct PPE; ♦ Workers who need to change clothes before commencing their shift must ensure they allow sufficient time to arrive to work, change clothing and start work on time; ♦ Workers must call the GVK Group if late, or absent from work i.e. sick ♦ Workers who are absent from work on a Friday and Monday must provide the office manager with a doctor's certificate when calling in as sick or unwell. ♦ Workers who are absent from work on a Friday and Monday – before or after a Public Holiday must provide the Office Manager with a doctor's certificate when calling in as sick or unwell.

Safety Rules

OFFENCES	The following offences will not be tolerated and will result in removal from site along with further disciplinary action: ♦ Unsafe work practices and horse play ♦ Theft or fraud; ♦ Deliberate damage to property; ♦ Physical violence or bullying; ♦ Deliberate acts of unlawful discrimination or harassment; ♦ Asking for cash or monetary compensation of any form; ♦ Possession, or being under the influence, of illegal drugs at work; ♦ Breach of GVK Group Work Health and Safety policies and procedures and your general health and safety responsibilities or any actions that endangers the lives of, or may cause serious injury to, employees or any other person; ♦ Refusal to act on safety instructions; ♦ Failure to wear personal protective equipment
AWARDS /GIFTS	GVK Group workers are placed in a position of trust and should act in ways which maintain participant confidence in the organisation. Consequently, it is not appropriate for workers to be offered or to accept benefits that in no circumstances should workers: ♦ Ask for or encourage the giving of any form of gift or benefit in connection with the performance of their official duties. ♦ Accept any gift or money or benefit by way of loans and the like for any duties performed or not performed. This includes items which are readily converted into cash such as lottery tickets or shares. ♦ Accept any gift or benefit which could create a conflict of interest or be perceived to create such a conflict. ♦ Accept any gift or benefit that may create a sense of obligation on your part or maybe perceived to be intended or likely to influence you in carrying out your official duties. ♦ Breach of this directive may result in disciplinary action up to and including dismissal.

General Site Safety Rules

Manual Lifting (Refer SWP 01)

- ♦ Do not attempt to lift objects that appear too long, too large, or too heavy.
- ♦ Bend at the knees and do not twist your body when lifting, carrying, or moving a load.
- ♦ Use personal protective equipment
- ♦ Never direct a person to lift an object if you are not sure of its weight.

Personal Protection Equipment (refer SWP 02)

- ♦ Safety footwear must be worn at all times on site.
- ♦ All workers/visitors must wear designated PPE when at the workplace.
- ♦ PPE must meet relevant Australian Standards.
- ♦ PPE must be suitable for the type of work and the hazards involved.
- ♦ PPE must be kept in good working order, clean and hygienic.
- ♦ PPE must be of suitable size and fit to be reasonably comfortable for workers to wear for required duration.
- ♦ PPE must be maintained, repaired, and replaced as per manufacturer's instructions.
- ♦ Workers must be trained in the proper selection, use, maintenance, and storage of PPE.
- ♦ Workers must use PPE for its designed purpose and comply with information, training, and instructions for use.

Plant & Vehicles (refer SWP 04)

- ♦ You are responsible for ensuring you comply with GVK Group policies and procedures in relation to motor vehicles and their use. In particular you must possess a current driving license and management's authority to drive during the performance of your duties;
- ♦ Produce your driving Licence for scrutiny by management at any time as requested; and
- ♦ Inform the Employer immediately if you are disqualified from driving.
- ♦ When operating a motor vehicle in the performance of your duties, you must observe and obey the relevant road laws in the state or territory in which you are driving. All workers must:
 - Always adhere to the appropriate speed limit;
 - Wear the restraints provided at all times when travelling in the motor vehicle;
 - Ensure that you are not affected by alcohol and/or drugs at the time of driving;
 - Report any defects or issues with the motor vehicle;
 - Ensure that the motor vehicle is maintained in safe working order;
 - Ensure that only authorised passengers are transported in motor vehicles; and
 - Ensure that authorised passengers use the restraints provided.

Electrical (refer SWP 06)

- ♦ All electrical installations and associated plant are to comply with the requirements of the Safework Code of Practice
- ♦ All leads, power tools etc. are to be inspected and tagged.
- ♦ The use of double adapters, piggyback plugs, and any portable power outlet without built in Earth Leakage Control
- ♦ All leads are to be supported off the ground to within 4m of the work area.

Cutting & Welding (refer SWP 09)

- ♦ An appropriate fire extinguisher (powder) shall be on hand (within 6.0m) for each welding or cutting set
- ♦ Oxy Acetylene equipment shall be stored and transported in a secure upright position
- ♦ Flashback arrestors shall be fitted to each end of all oxy acetylene hoses
- ♦ Oxy leads should be kept as short as possible and in good condition
- ♦ Welding is only to be carried out in screened enclosures

Compressed Air (refer SWP 10)

- ♦ Do not point compressed air at anyone.
- ♦ Do not use compressed air to clean down clothing or skin.
- ♦ Never attempt to connect "live" air hoses.
- ♦ Disconnect air at its source when not in use
- ♦ Inspect equipment prior to use

Induction Checklist

Workplace Rules	☐	Task-Specific Risk Controls	☐
Workplace Access / Egress	☐	SWP/Risk Assessments	☐
Workplace Hazards/Risks	☐	PPE Requirements	☐
Workplace Risk Controls	☐	Fit for Work Requirements	☐
Hazard Reporting Procedures	☐	Code of Conduct	☐
Disciplinary Procedures	☐	Safety of Personal Equipment	☐
Injury/Incident Procedures	☐	Workplace Security	☐
Awards and Gifts	☐	Disciplinary Procedures	☐
Consultative Arrangements	☐	Working Around Mobile Plant	☐
Recycling & Waste Management	☐	Anti-Bullying Protocols	☐
Name of Inductee (Print)		Date:	
Inducted by (Print):		Date:	

I have been provided with a specific WHS induction prior beginning work, and understand the hazards, risks, controls, and Site Safety Rules that apply to this workplace.

I understand what is expected of me and agree to work in a safe manner in compliance with relevant WHS requirements.