


STANDARD OPERATING INSTRUCTION	SOI-GVW-309
Contractor Health and Safety Induction	

1.0 Purpose

To outline the arrangements for induction of contractors and their employees to GVW facilities and sites.

2.0 References

OH&S Act 1985, 21 (2), (e)

3.0 Definitions

Nil

4.0 Responsibilities and Authorities

Manager (District Manager or other)

- To oversee and monitor the induction
- ensure inductions are being carried out effectively
- ensure records are kept of all inductions

Supervisor (Works Coordinator and Site Supervisors)

- To deliver health and safety induction to contractors and their employees using GVW induction information.
- To ensure records of inductions are completed for each person participating in the induction.

OH&S Coordinator

- To review this policy every 2 years in consultation with Operations staff

5.0 Procedure

- Contractors and their employees shall be provided with safety information at all Goulburn Valley Water sites.
- Induction for contractor employees must be provided by the Manager responsible for the contract or an employee delegated by that manager.
- Contractors and their employees shall be inducted using Goulburn Valley Waters Health, Safety and Environmental Induction Book.

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- The induction record at the back of the induction booklet must be completed by each employee and kept by the relevant Manager or Supervisor on a local file at each regional workplace.
- Inducted contractors may be entered on to GVW's accredited contractor listing titled "List of Accredited Contractors"

6.0 Appendices

See Contractor Induction Booklet – Share Point Contractor Requirements

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