

Civil Force Training - Skills Training Centre Site

Site Induction Level 1 for Day Visitors, Students and Contractors

Welcome to Civil Force Training (CFT) - Skills Training Centre. We trust you have a safe and enjoyable visit.

Civil Force Training (CFT) has a responsibility to ensure all personnel working on the site have a clear understanding of the Environmental, Health and Safety requirements that must be complied with when working on Plant site. While you are visiting our site and exposed to different hazards, we want to ensure that your visit is without risk to your Health and Safety. You can do your part by following the safety rules listed below:

IMPORTANT! IF YOU HAVE CONSUMED ALCOHOL OR DRUGS IN THE LAST 24 HOURS YOU CANNOT ENTER THE SITE

This Induction allows access and short term work to be conducted onsite under full supervision by an approved escort ONLY. Short term is generally 1 day and not more than 5 days consecutively between the hours of 7.45am and 4.15pm only, otherwise another full Level 1 Site induction must be completed.

Training Center Access Procedure:

- All visitors **MUST** report directly to Trainer and/or Security staff and wait for collection by your site representative
- Use designated safety walkways and remain on the non-machine side of the protection barriers at ALL times
- **Emergency phone numbers: 1300 09 49 79**
- In the event of an emergency evacuation, the assembly point is located at the front gate of the site
- No access for persons under 16 years of age without written authorization.

Prohibited Items:

- Drugs and Alcohol
- Firearms, weapons and explosives
- Prior authorisation is required for the use of phones and videos cameras
- Finger rings and dangling jewellery are prohibited onsite
- Any direct or indirect language, body gestures, images or wording that is discriminatory (see CFT Code of Conduct)

Whilst on Site:

- Wear long trousers and a long sleeved shirt with the sleeves rolled down.
- At the entrance you will be issued with a high visibility vest that **MUST** be worn
- Wear enclosed footwear (steel capped safety boots if performing work on site)
- Wear a safety helmet, glasses (available at Security) and hearing protection - where required
- Smoking is **NOT** permitted in any buildings or designated non-smoking areas.
- Obey ALL advisory signs and use walkways as provided
- Beware of heavy mobile equipment and vehicles operating onsite
- Follow ALL instructions provided to you by your site escort
- Do **NOT** touch any equipment or tool that you are not specifically authorised to touch or use
- Ensure your mobile phone number is provided to CFT, in the event that you need to be contacted. In the event of a safety incident, please notify your escort immediately.
- Mobile phones users (pedestrian & vehicles drivers) must be stationary whilst using the handset and must consider the hazards in their surroundings when choosing a safe place to stop.
- Mobile phones, including hands-free phones, must not be used while driving any vehicles, Vehicles must be stationary, with the engine switched off, when the phone is in use.

IMPORTANT!

By signing the Student Attendance Log Book (Located at CFT Training Centre Entrance), it confirms your acceptance of terms and conditions and as a record of your attendance onsite & have read our Student Information Guide at www.civilforcetraining.edu.au.

By you signing the Attendance Sheet, it acknowledges that you understand the information on this form and will undertake to abide by the instructions of your escort during this visit.