



Welcome to the La Trobe Induction
for Events.

La Trobe University was established in 1964 and is now one of Australia's largest and fastest growing universities with close to 36,000 students and 3,000 staff across 6 campuses in Victoria.

La Trobe University is committed to maintaining safe, environmentally sustainable and welcoming campuses, for all students, staff and visitors.

All persons working on, or visiting our campuses are expected to behave in a manner consistent with our values of respect, openness and inclusiveness.

This induction will provide you with important information on how the University operates, our policies and expectations for all persons working and visiting our campuses.

The induction will take about 10 minutes.

For technical support while completing this induction, please contact Rapid Global on 1800 307 595.

If you have further questions regarding the content of the induction, please discuss with your La Trobe University (LTU) Representative.

You can also print the full document out at the end of this induction.

Quality Management and Customer Service

I&O's [Service Statement](#) is our commitment to our customers that we will work in a manner that ensures a high level of customer service, and the delivery of high quality projects, products and services. I&O are also committed to continually improving our processes for the benefit of our customers, staff, contractors and other stakeholders.

As one of our contractors, consultants or suppliers, you play a critical role in ensuring we meet our commitments, by undertaking your work in a manner that is safe, environmentally sustainable, and customer focused.

Please also help us by reading, and complying with our Policies and standards, and reporting any issues, non-conformances and ideas for improving our processes, to your LTU Representative.

Workplace Behaviour and Occupational Health and Safety

All persons working on our campuses are expected to conduct themselves in a professional manner at all times when on University property. Offensive language, behaviour or harassment of any type will not be tolerated. These guidelines are set out in La Trobe University's [Code of Conduct](#), and [Workplace Behaviours Policy](#).

The Workplace Behaviours Policy contains information on the following requirements set by the University:

- To treat everyone in accordance with the University's Code of Conduct and values,
- Not to engage in unacceptable behaviour such as discrimination, harassment, bullying, vilifying, victimising, acting or threatening to act violently towards staff, students and other external parties,
- To comply with relevant legislation,
- To participate in incident investigations where required,
- To raise a complaint when you believe you have witnessed or experienced unacceptable workplace behaviour.

All staff and contractors are expected to work in accordance with the University's [Health and Safety Policy](#), and the Victorian Occupational Health and Safety [Act](#) and [Regulations](#).

Under OHS legislation, workers are responsible for taking reasonable care for their own health and safety and the health and safety others who may be affected by their work.

Child Safety Commitment and Working with Children Check

At La Trobe University we are committed to ensuring the safety and wellbeing of our students, staff, and volunteers. As part of this commitment La Trobe University implemented in 2017 the [Victorian Child Safe Standards](#) to help protect children and young people under the age of 18 from child abuse and neglect.

At La Trobe we support the safety, participation, wellbeing and empowerment of children and young people, and seek to ensure the safety of any children involved in university-related activities. We achieve this by:

- ensuring as far as practicable that adults are not left alone with a child;
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe;

All persons working on site must adhere to La Trobe University child safe policy and commitment.

Unless your company has been approved an exemption by the Executive Director of Infrastructure and Operations at La Trobe University, **all persons working on site must have a valid Working with Children Check card**. You must have your card with you at all times and produce your card on request.

For further information please visit our [Working with Children for Third Parties](#) website.

Alcohol and Drugs

Persons must not be under the influence of drugs or alcohol when working on La Trobe Campuses. Legitimate use of prescription or over the counter medication is allowed provided it does not:

- Cause the individual to act in a manner that places the health and safety of a person at risk, cause damage to University property, or bring the University in to disrepute.
- Impact an individual's judgement or ability to perform their duties.

Alcohol may be consumed on campus in designated, licenced areas.

Smoking

La Trobe campuses are [smoke-free zones](#). There are designated smoking areas on campus. Any person found to be smoking on campus outside these areas may be fined.

In accordance with La Trobe University's [Environmental Sustainability Policy](#), contractors must:

- Prevent pollution and waste,
- Reduce your environmental footprint where possible,
- Comply with Victoria's [Environment Protection Act](#) and any other relevant environmental legislation.

All contractor works must align to environmental sustainability requirements as detailed in the Standard Preliminaries, Design Standards, and any other contract documentation. The University also encourages the following behaviours:

- Use products that are locally and / or sustainably produced.
- Use recyclable materials and follow the waste hierarchy of reduce, reuse, recycle, recover.
- Preference electronic over printed documents, supported by the use of tablets and other portable electronic devices.
- Use public transport (the University is accessible by bus and tram), or our ride share program. We also encourage [cycling to and around campus](#).

The University welcomes and encourages any suggestions on how we can further reduce our environmental footprint, via your LTU Representative.

[Maps and information](#) on getting to and around La Trobe Campuses are available from the University's website.

La Trobe strongly encourages the use of sustainable transport options where possible. These options include walking, cycling, public transport and carpooling. Information on these options are detailed on the [Transport Central webpage](#).

Road Use

Roads within the university campuses are public roads and users are subject to Victorian traffic laws and enforcements.

Please obey all speed limits and other signage. Motor vehicles must give way to pedestrians at all times when driving in shared zones.

Driving and / or parking vehicles on footpaths, paving and grassed areas is not permitted unless prior permission has been obtained from your LTU representative. Any works to repair damage caused by unauthorised driving on these areas will be charged back to the driver.

Parking

Cars must be parked only in a designated parking bay. A valid car parking permit is required when parking between Monday – Friday, 8am – 5pm. Parking without a valid permit may incur a fine.

Persons needing to park within the inner campus at Bundoora can purchase a service permit from the I&O service desk. Service Permits allow you to park within designated contractor service bays in the inner campus AND white car parking bays in the University car parks.

Information on carparks and parking permits is available on the [Transport Central website](#).

For parking outside of these areas, including at or in fenced off work zones, you must have authorisation from your LTU representative.

For further enquiries, contact:

Traffic and Parking

(03) 9479 2514

traffic@latrobe.edu.au

General Requirements for Working at La Trobe

When working on campus, please remember:

- If undertaking work which requires a **licence** or **certificate** (e.g. driver's licence, food handling certificate, food business registration certificate), you must have this documentation with you.
- Vendors must be self-sufficient. Unless otherwise negotiated, the University does not provide power or water.
- The atmosphere at the University must remain conducive to learning and research. As such, **excessive noise** must be kept to a minimum, for example:
 - Machinery noise should be minimised through proper maintenance, and where possible, use of noise suppressors or other control measures,
 - No yelling or playing radios or music,
 - No horseplay or skylarking,
- **Good housekeeping** practices must be employed. Please keep your work area clean and tidy, with particular attention to any OHS, waste or environmental hazards. Keep walkways clear.
- Where works may generate **dust, odours**, or any other nuisance, appropriate containment measures must be employed to minimise the impact to others.
- Where works may generate **run off** (e.g. from paint spills, wash down etc.), measures must be taken to avoid discharge to stormwater.
- The University is not responsible for damage, theft or loss of property whilst on University property.
- Possession of a weapon is prohibited on University property.



The following safety precautions must be observed:

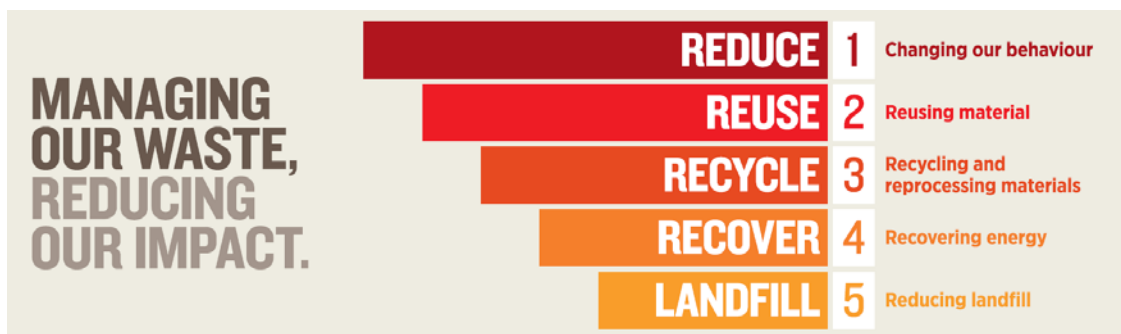
- **Electrical equipment** must be tested and tagged, and in good condition (e.g. no exposed wires).
- **Plant** must be registered, undergo regular inspection and maintenance, and be in good condition (e.g. no oil leaks or other OHS or environmental risks).
- **Gas cylinders** must be in good condition and turned off when not in use.
- If you are working with an open flame (e.g. running a barbeque), you must have on hand an appropriate, tested and tagged **fire extinguisher**.



- Any **plant or equipment** left unattended must be made safe and inaccessible to others. Keys must be removed if leaving plant unattended.
- Any **chemical substance** brought on site must be accompanied by a Safety Data Sheet (SDS), appropriate spill kit, and any other required safety equipment, including bunding. If you require assistance with containing and cleaning up a spill or release of a chemical substance, please contact campus security.
- Do not undertake works which involves an **immediate and significant threat** to the health or safety of any person. If such an issue arises, and cannot be adequately controlled, **cease work**, make the area safe and immediately contact your LTU Representative.

The University has established a [Waste Management Policy](#) which sets out requirements and expectations for all staff, contractors, students and visitors to the campus with regards to reducing the amount and impact of waste generated in the course of University business.

All contractors are required to responsibly manage, separate and dispose of waste generated during their work at La Trobe. The diagram below provides an overview of best practice waste management.



Please also note the following:

- The University, unless otherwise explicitly stated, does not provide commercial waste facilities for your use.
- You are responsible for providing and removing appropriate bins or skips for waste and recycling.
- All debris must be promptly removed. Waste is not permitted to enter the storm drains or the moat system.
- Do not dispose of waste in the University's hazardous waste bins.

Emergency Evacuation

In the event of an emergency, you must comply with any instruction given by area wardens, security personnel, and emergency services. Wardens are identifiable by a yellow or red cap marked 'warden'.

On hearing an evacuation alarm, follow signs to exit the building or leave the area, and then proceed to the designated assembly area. Evacuation plans are posted throughout all buildings on campus.

You cannot re-enter an area or building until you have been told it is safe to do so by a warden or attending fire fighter.

Emergency Event (e.g. Medical, Fire etc.)

If you become aware of a situation which requires emergency services, call 000 and ask for the emergency service(s) required. Following this, call campus security so that security personnel can direct emergency services to the exact location of the emergency, and send officers to assist while waiting for their arrival.

Emergency Contact Details

Please store these numbers on your phone so that they are readily available in the event of an emergency.

Emergency Security (All campuses except Bendigo): **9479 2222**

Emergency Security (Bendigo): **5444 8999**

Emergency Services: **000**

Further Information

For further information on LTU's emergency procedures, please visit our [Emergency Procedures webpage](#).



Incident and Hazard Reporting

Please report any hazard, incident or near miss to your LTU representative as soon as reasonably practicable, as well as through your own company's reporting system.

A hazard is a potential source of harm or adverse health effect. It may be a potential source of harm or damage to people, property or the environment.

An incident is any unplanned event which resulted in injury or damage to people, property or the environment.

A near miss is an unplanned event which could have resulted in injury or damage to people, property or the environment.

La Trobe University is committed to ensuring the health and safety of all employees, contractors, students and visitors to our campuses. Reporting all hazards, incidents and near misses means we can investigate and take action to improve safety and environmental sustainability on campus.

Thank you for completing this induction.

A pdf version of this induction is available from La Trobe's ['Working with Us'](#) webpage. Please download and keep for future reference.

For further information or clarification of any points covered in this induction, please speak with your supervisor or your La Trobe University Representative.