



Welcome to the La Trobe Induction
for Infrastructure and Operations (I&O) Partners

Completing this Course

This induction will provide you with important information on how the University operates, our policies and expectations.

The induction will take about 20 minutes. You are required to read the information carefully. When you have finished reading each page, click on the Next button to progress through the course.

At the conclusion of each module, you will be required to complete a brief questionnaire.

There is a minimum pass mark you will need to achieve before you can continue.

You may complete this course in more than one session without losing your progress.

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 LTU Representative. Your LTU representative is the La Trobe member of staff overseeing your work, e.g. the project manager, maintenance co-ordinator or maintenance manager.

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

Introduction to La Trobe University

La Trobe University (LTU) was established in Bundoora in 1964, enrolling just over 500 students in our first year of operation. Today, we accommodate over 38,000 students and 3,000 staff at six campuses across Victoria.

Our Mission

- Advancing knowledge and learning to shape the future of our students and communities.

Our Vision

- To promote positive change and address the major issues of our time through being connected, inclusive and excellent.

Our Enablers

- One university, many communities;
- Operational excellence;
- Revenue growth.

LTU aim to build and maintain a high performing, collaborative culture throughout our organisation and partnerships by embedding the following cultural qualities into our work, behaviours and systems:

- **We are accountable**

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

- **We are connected**

We connect to the world outside – the students and communities we serve, both locally and globally.

- **We are innovative**

We tackle the big issues of our time to transform the lives of our students and society.

- **We care**

We care about what we do and why we do it.

We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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

Our [Workplace Behaviours Policy](#) sets out the requirements for all those working for and on behalf of the University, including:

- Treat everyone in accordance with the University's [Code of Conduct](#) and values,
- Do not engage in unacceptable behaviour such as discrimination, harassment, bullying, vilifying, victimising, acting or threatening to act violently towards staff, students and other parties,
- Comply with [relevant legislation](#),
- Participate in incident investigations where required,
- Report any unacceptable workplace behaviour that you have witnessed or experienced.

I&O is committed to providing our customers with high quality, customer focused and commercially relevant facilities and services. We are committed to working in a manner which is safe and sustainable, and to continually improve our processes for the benefit of our customers, staff, partners and other stakeholders.

To this end, I&O maintain certification to the management system standards ISO 9001 quality management, ISO 14001 environmental management, and AS 4801 occupational health and safety management.

We encourage our partners to also take a systematic approach to quality, OHS and environmental management via a management system aligned with the above standards.

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

Please help us by reading and complying with our Policies:

- [Quality Policy](#)
- [Health and Safety Policy](#)
- [Environmental Sustainability Policy](#)

To support our commitment to continual improvement, please report any issues, incidents, non-conformances and ideas for improvement to your LTU Representative.

Under OHS legislation, partners (i.e. contractors) 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.

In accordance with La Trobe University's Environmental Sustainability Policy, partners must:

- Prevent pollution and waste,
- Reduce negative environmental impacts wherever possible,
- Comply with Victoria's Environment Protection Act and any other relevant environmental legislation.

Our Responsibilities – Child Safety and Working with Children Checks

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 has implemented the [Victorian Child Safe Standards](#) to help protect children and young people under the age of 18 from child abuse and neglect.

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 for 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 [Child Safety](#) and [Working with Children for Third Parties](#) websites.

Pre-Work Requirements

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

La Trobe strongly encourages the use of sustainable transport options such as walking, cycling, public transport and carpooling, before choosing to drive.

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. You are requested to travel at 10 km/h within the campus if you are uncertain what the speed limit is.

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. Exceptions may be granted if you seek prior permission from your LTU Representative. Any works to repair damage caused by unauthorised driving on these areas will be charged back to the driver's employer.

Parking

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

Partners needing to park within the inner campus at Bundoora may purchase a Service Permit from the I&O Service Desk. Service Permits allow you to park within designated contractor service bays and white general car parking bays in the University car parks.

Information on carparks and parking permits, as well as alternate transport options, is available on the [Transport Central website](#).

For further enquiries, contact your LTU Representative or email traffic@latrobe.edu.

Upon arrival at the University and prior to commencing work, including any set up, you must report to the I&O office.

If there is no I&O office on campus, please report to your LTU Representative or the campus reception area.

Details are as below:

- | | |
|---|---|
| <ul style="list-style-type: none">• Melbourne (Bundoora)
I&O Office: Building CS1,
opposite carpark 6
(03) 9479 8888• City Campus (Collins Street)
Reception – Level 2
(03) 9479 6797• Shepparton
(03) 9479 8888• La Trobe Emergency
All Campuses
(03) 9479 2222 | <ul style="list-style-type: none">• Bendigo
I&O Office: Building BGB,
opposite carpark 1
(03) 9479 8888• Mildura
(03) 9479 8888• Albury-Wodonga
(03) 9479 8888 |
|---|---|

Sign In and Out

All partners must sign in prior to beginning any work at the campus (including any setting up activities), and sign out at the end of the working day. You must sign in and out each day that you are working on campus.

Access Cards and Keys

If access to any restricted buildings, plant or areas is required then you will need to collect keys or access cards when you sign in. Keys and access cards must be returned on the same day of issue and under no circumstances be taken home or loaned to any other person.

Working After Hours

To conduct works wholly or partially outside of business hours (Monday to Friday, 8am to 5pm), you must have authorisation from your LTU Representative. Working after hours is typically only authorised for the purposes of avoiding disruption to the University or when emergency repairs are required.

When arriving or leaving the campus after hours, you must sign in and out. Ensure you prearrange with your LTU Representative where to pick up or return keys or access cards after hours.

Unlicensed contractors must NOT work on or disturb any asbestos or suspected asbestos-containing materials under any circumstances. Work that will entail demolition of the building structure or fabric must be authorised by La Trobe University prior to the commencement of works in case concealed asbestos-containing materials are present.

Check for Asbestos prior to undertaking works:

Infrastructure and Operations maintain an Asbestos Register which can be accessed through Archibus and the relevant work request. Alternatively, access to a soft or hard copy of the Register can be requested from your LTU Representative.

Current Status - Asbestos Register
Biological Sciences 2 (BS2)

Site Details				Building Details			
Full Address:	Melbourne Campus La Trobe University VIC 3086	Building Name:	Biological Sciences 2 NW7	Number of Levels:		Est. Building / Construction:	
Property ID:	BS2	Est. Building Size:	3966 m ²				
Client Name:	La Trobe University	Roof Type:	Metal				

Location - Item Description	Sample No.	Item Status	Photo No.	Est. Extent	Condition	Friability	Dist. Potential	Risk Rating	Current Label	Retrospect Date
182 - Fume cupboard Infil Panels - Fibre Cement Sheeting	J118195-NW7-44	Positive		2 m ²	Good	Non Friable	Low	Low	Not Labelled	29-01-2019
194 Ceiling - Strawboard	Similar To: J118195-NW7-12	Negative								
194 Fire Door - Fire Door Core	Not Sampled Destructive sampling required	Assumed Positive		1 Unit/s	Good	Friable	Low	Low	Not Labelled	29-01-2015
217 - Ceiling Cavity Reheat Unit - MIBboard Insulation - Suspected	Not Sampled Not Accessed	Assumed Positive		10 Unit/s	Not able to determine	Friable	Low	Low	Not Labelled	29-01-2015
External Expansion Joint - Mastic - Slipped joints between window bays, located throughout building	J118195-NW7-47	Positive		400 m	Good	Non Friable	Low	Low	Not Labelled	29-01-2019
External - Above windows Infil Panels - Fibre Cement Sheeting	J118195-NW7-48	Positive	J118195-NW7-P41	200 m ²	Good	Non Friable	Low	Low	Not Labelled	29-01-2019
External - Joint between wall and frame Window Beading - Adhesive - Beige mastic	J118195-NW7-46	Negative								

As a secondary notification measure, La Trobe University has posted warning labels (as shown below) wherever asbestos has been identified. The warning labels are posted:

- Behind the doorway of each room (if material is in a room), or
- On the surface of the material if it is external (such as a veranda).



If this label is posted in the area, please review the Asbestos Register to determine the nature and exact location of the asbestos-containing materials before commencing works.

To ensure compliance with OHS Regulations, please follow the instructions below:

Where the Register states that asbestos is suspected or not tested for – Please follow the steps below as if asbestos is present.

If you will be working in the vicinity of identified asbestos – Prepare and implement Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA) for work in the vicinity of asbestos materials.

If work will likely disturb or expose workers to asbestos – Where works are anticipated to affect or impact upon asbestos-containing materials, immediately stop work and contact your LTU representative to implement relevant control measures.

If you discover material that is suspected to be asbestos – Stop work and immediately notify the authorised LTU representative managing the work if further suspected asbestos materials are discovered or disturbed.

If asbestos is accidentally disturbed – Immediately stop work and notify the LTU representative managing the work if asbestos materials are accidentally disturbed.

Where a licenced asbestos removalist has been engaged – the area must not be entered and works must not recommence until a clearance certificate has been issued by an independent, appropriately licenced contractor.

Further asbestos information can be accessed [here](#).

Signage

Many LTU areas are have biological hazards. These areas have the following signage displayed:



Physical Containment Signage

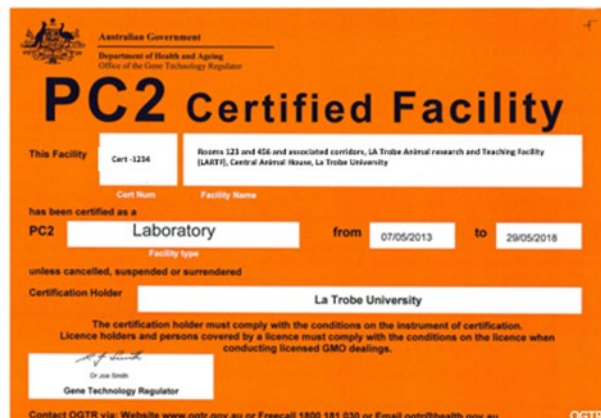
Many LTU areas are externally certified by the Office of the Gene Technology Regulator (OGTR). These areas have the following signage displayed on the entry to the area:



To enter these areas you must have authorisation from the relevant facility manager. The relevant facility manager is **not** your LTU Representative in most cases. It is typically the laboratory or research-area manager and not an I&O team member.

Your Obligations and Responsibilities within Physical Containment Areas:

- Do not compromise the containment boundary
 - Do not remove any ceiling tiles or open any ceiling hatches
 - Do not chock or leave open doors
 - Do not drill or make holes
- Do not compromise heating, ventilation, air conditioning or electrical and data systems
 - Ensure air exchanges within the area are not impacted by you
 - Ensure temperatures within the area remain constant
- Wear Personal Protective Equipment (PPE)
 - PPE is to be as directed by relevant facility manager or facility staff within the area
- Keep noise to a minimum
 - Research and experiments can fail due to excessive noise
 - Discuss all noise generation with the relevant facility manager
- Leave all waste inside the facility
 - Do not remove any waste from the area
- Wash your hands before you leave the facility
- If you are unsure about anything then please ask
 - Ask your LTU Representative
 - Ask the relevant facility manager
 - Ask facility staff within the area



Working On-Site

When working on campus, please remember:

- Works must meet the quality, OHS and environmental sustainability requirements as detailed in the Standard Preliminaries, [Design Standards](#) and all other contract documentation.
- If undertaking work which requires a **licence** (e.g. High risk work licence, construction induction, driver's licence, electrician's licence), you must have your licence with you when performing this work.
- The atmosphere at the University must remain conducive to learning and research. As such, **excessive noise** must be kept to a minimum, for example:
 - Noisy work and truck movements should be scheduled to minimise disruption,
 - 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 worksite clean and tidy, with particular attention to any OHS, waste or environmental hazards.
- **Electrical equipment** must be tested and tagged, and in good condition (e.g. no exposed wires).
- Any **chemical substance** brought on site must be accompanied by a Safety Data Sheet (SDS), appropriate spill kit, and any other required safety equipment
- Possession of a weapon is prohibited on University property.
- The University is not responsible for damage, theft or loss of property whilst on University property.
- 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.

Alcohol and Drugs

Partners 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.

Smoking

La Trobe University is a [smoke-free environment](#) in support of our commitment to creating a safe, healthy and beautiful environment.

All campus attendees are prohibited from smoking on all University campuses, including outdoor areas. There are designated smoking areas on campus. Any person found to be smoking on campus outside these areas may be fined.

The use of e-cigarettes is prohibited on all University campuses.

To assist us in meeting our environmental sustainability objectives, the University encourages the following behaviours:

- Consider the potential environmental impacts of every job undertaken via pre-job checklists or SWMS, and the implementation of controls to avoid or minimise negative environmental impacts,
- Use products that are locally and / or sustainably produced,
- Preference electronic over printed documents, supported by the use of tablets and other portable electronic devices.
- Use public transport or our ride share program. We also encourage [cycling to and around campus](#).
- Partners are encouraged to use recycled and recyclable materials and adhere to the waste management hierarchy of:
 - Avoid and reduce waste,
 - Reuse waste,
 - Recycle waste,
 - Recover energy from waste,
 - Treat and dispose of waste.
- There are trees and plants on campus which are classified as significant, endangered or indigenous and which may incur a fine if disturbed or removed without the appropriate authorisation from council.

Vegetation should only be removed or disturbed if absolutely necessary and with authorisation from your LTU Representative.

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

Incident Response

Emergency Evacuation

In the event of an emergency, you must comply with any instruction given by area wardens, Campus 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 emergency 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 emergency services (i.e. fire brigade personnel).

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

For emergencies where there is immediate danger and police, fire or ambulance is required, call 000 (Triple Zero). Then call La Trobe Emergency 03 9479 2222 (this number is staffed by Campus Security 24 hours a day, 7 days a week).

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 Services: **000**



Emergency and Critical Incident Procedures

The Emergency and Critical Incident Procedures provide staff and partners with advice on what to do in emergencies. They outline steps to follow if an emergency situation occurs on campus.

In the event of an emergency or critical incident, where you have called the Emergency Services, also contacting Campus Security is important as the on-campus security staff can provide a more immediate response. Notifying Campus Security also assists with getting the Emergency Services quickly to the right location.

Emergency incident response codes

- Code Brown: External Emergency
- Code Red: Fire/Smoke
- Code Blue: Medical Emergency (First Aid)
- Code Yellow: Gas Leak or Chemical Spill
- Code Orange: Evacuation
- Code Purple: Bomb/Chemical or Biological Threat
- Code Black: Personal Threat
- Code White: Major Disruption or Outage Incident
- Code Green: Data Breach/Cyber Incident

Further Information

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

Incident and Hazard Reporting

You must 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, partners, 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.

Click [here](#) to access the LTU incident and hazard reporting webpage.

Induction Questions

Under La Trobe University Child Safety Commitment you must

- Hold a valid Working with Children Check Card unless your company is approved an exemption
- Produce your Working with Children Check Card to a La Trobe representative on request
- Adhere to La Trobe University's child safe policy and commitment
- All of the above

When can you enter a Physical Containment area?

- To undertake emergency works.
- Following approval from your LTU Representative.
- Upon authorisation from the relevant facility manager.

Where can you smoke on Campus?

- In specifically designated smoking areas.
- Anywhere outdoors, at least 1.5 metres from any building.
- Nowhere.

When do I need to report a hazard or incident?

- If someone was injured.
- I need to report all hazards and incidents.
- Only supervisors needs to report hazards and incidents.

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.

You will be required to retake this induction every 2 years.