Welcome to the La Trobe Induction for Consultants
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 15 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. Your LTU representative is the La Trobe member of staff overseeing your work.

You can also print the full document out at the end of this induction.
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.
All staff and contractors 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, 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.

These policies should be read prior to commencing work at La Trobe University.
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.
Drugs, Alcohol and Smoking

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.

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 specific project briefs where relevant. 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.
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 such as walking, cycling, public transport and carpooling, before choosing to drive. 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.

Information on carparks and parking permits is available on the Transport Central website.

For further enquiries, contact:

Traffic and Parking
(03) 9479 2514
traffic@latrobe.edu.au
# Arriving On-Campus

Upon arrival at the University, please report to your La Trobe representative at the Infrastructure & Operations (I&O) Office or the campus reception area.

Details are as below:

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<thead>
<tr>
<th>Location</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Melbourne (Bundoora)</strong></td>
<td>I&amp;O Office - Building CS1, opposite carpark 6</td>
</tr>
<tr>
<td></td>
<td>(03) 9479 2017</td>
</tr>
<tr>
<td></td>
<td>Security: (03) 9479 2012</td>
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<tr>
<td><strong>City Campus</strong></td>
<td>Reception – Level 20</td>
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<tr>
<td></td>
<td>(03) 9479 6797</td>
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<tr>
<td><strong>Shepparton</strong></td>
<td>Contact Bendigo I&amp;O</td>
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<tr>
<td></td>
<td>(03) 5444 7439</td>
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<tr>
<td><strong>Bendigo</strong></td>
<td>I&amp;O Office – Building BGB, opposite carpark 1</td>
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<tr>
<td></td>
<td>(03) 5444 7439</td>
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<td>Security: 1800 077 043</td>
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<td><strong>Mildura</strong></td>
<td>Contact Bendigo I&amp;O</td>
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<td>(03) 5444 7439</td>
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<td><strong>Albury / Wodonga</strong></td>
<td>Contact Bendigo I&amp;O</td>
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<td>(03) 5444 7439</td>
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Sign In and Out

Before working in any restricted areas or conducting works on campus, consultants must sign in at the I&O or reception area.

Consultants do not need to sign in when coming on campus for meetings or works conducted wholly within the I&O offices.

Restricted Areas

There are a number of high risk areas on campus to which entry is restricted. These areas include:

- Service tunnels,
- Plant rooms,
- Roofs,
- Some laboratories.

Entry into these areas must be under the supervision of a La Trobe representative, or after undertaking additional area-specific inductions.

Access Cards

Access cards or keys may be needed to access certain buildings and restricted areas. These can be arranged through your LTU representative.

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.
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.

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 accidently 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.
General Requirements for Working at La Trobe

When working on campus, please remember:

- If undertaking work which requires a **licence** (e.g. Construction induction card, driver’s licence etc.), 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,
  - No yelling or playing radios or music,
  - No horseplay or skylarking,

- 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.

- **Electrical equipment** must be tested and tagged, and in good condition (e.g. no exposed wires).

- If **Personal Protective Equipment (PPE)** is being used as a risk control method, it must be in good condition, appropriate for the work being conducted, and compliant with the relevant Australian Standard.

- 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.
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.
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, 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.
Induction Questions

After an evacuation, when can I return to the evacuated area?
- When my supervisor says we can.
- When the evacuation alarm stops ringing.
- When a fire warden or fire fighter says we can.
- Any of the above.

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.

What is the main La Trobe Security phone number?
- 9479 2222.
- 8979 2222.
- 9149 2222.

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
Conclusion

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.