Welcome to the La Trobe Induction for Suppliers
Introduction

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, e.g. the La Trobe project manager, maintenance co-ordinator or maintenance manager.

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
Contractors 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 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.
Module 1 questions.

What behaviours are unacceptable when working on a La Trobe Campus?

☐ Reporting harassment.
☐ Consumption of alcohol.
☐ Cycling on campus.

Where can you smoke on Campus?

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

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
Maps, Road Use and Parking

Maps and information on getting to and around La Trobe Campuses are available from the University's website.

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.

Contractors 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 further enquiries, contact:

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

Upon arrival at the University and prior to commencing work, including any set up, you must report to the Infrastructure and Operations (I&O) office or campus reception area.

If outside of business hours (Monday – Friday, 8:00 – 5:00pm) please report to your La Trobe representative or campus security.

Details are as below:

- **Melbourne (Bundoora)**
  I&O Office - Building CS1, opposite carpark 6
  (03) 9479 2017
  Security: (03) 9479 2222

- **City Campus**
  Reception – Level 20
  (03) 9479 6797

- **Shepparton**
  Contact Bendigo I&O
  (03) 5444 7439

- **Bendigo**
  I&O Office – Building BGB, opposite carpark 1
  (03) 5444 7439
  Security: 1800 077 043

- **Mildura**
  Contact Bendigo I&O
  (03) 5444 7439

- **Albury / Wodonga**
  Contact Bendigo I&O
  (03) 5444 7439
Arriving On-Campus (continued)

**Sign In and Out**

All contractors 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**

If access to any restricted buildings, plant or areas is required, 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 (8am – 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 present to campus security or your LTU representative to sign in or out, and to pick up or return keys or access cards.
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.

| Sample No. | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details | Site Details |
|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| J004       | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) | Biological Sciences 2 (BS2) |
| Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  |
| Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   |
| Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  | Test Name  |
| Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   |
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| Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   | Asbestos   |

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.
Module 2 questions.

**When do you need to sign in?**
- When a Permit to Work is needed.
- When working outside business hours.
- Before starting any work on Campus.

**What do you need to do if working in the vicinity of identified asbestos?**
- Hold an appropriate Asbestos Removal Licence.
- Prepare and implement a Safe Work Method Statement.
- Wear a respirator.
General Requirements for Working at La Trobe

When working on campus, please remember:

- If undertaking work which requires a licence (e.g. 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.

- 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.
Occupational Health and Safety

The following safety precautions must be observed:

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

- Your company is responsible for ensuring you have access to basic **first aid provisions**.

- 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.

- When **lifting or moving** materials, lifting equipment should be used whenever possible to minimise risks from hazardous manual handling.

- 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:

- 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.
- Waste transport certificates must be completed before removal of any prescribed waste.
- Waste disposal receipts (including waste type, weight and cost) must be provided to your LTU representative as required by your contract.

Please visit the EPA website for further information on your legal obligations with respect to waste generation, transport and disposal.
Module 3 Questions

Which of the following statements is correct?
- You can play music if the volume is kept down.
- You must keep your work area as tidy as possible.
- Chemicals are not allowed on Campus.
- All of the above.

If storing or handling chemical substances on Campus, what do you need to have?
- An SDS for the chemical/s.
- A spill kit appropriate for the chemical substance.
- Bunding or other means of ensuring release to the environment is minimised.
- All of the above.

The most effective way of managing waste is:
- Dispose of in the bin.
- Recycling your waste.
- Avoiding the creation of waste.

Which of the following statements is correct?
- You must dispose of all waste in LTU provided bins.
- A waste transport certificate must be completed before removing any prescribed waste.
- Recycling is the best way of managing waste.
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

You must report any hazard, incident or near miss to your LTU 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.
Module 4 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.
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.