



Mandatory Work Health and Safety School Site Inductions

– Effective 31 January 2024

From 31 January 2024, all contractors attending a WA Public School site to undertake maintenance works (including breakdown repairs, routine maintenance and planned minor works) will be required to complete a site-specific work, health and safety induction (WHS Induction) prior to commencing the works.

Who needs to complete the WHS Induction?

The WHS Induction is required to be completed by all officers, employees, agents and subcontractors of the Contractor, attending a school site. Once completed, the WHS Induction is valid for a 12-month period.

Each school site has its own WHS Induction, as each site has different hazards, risks, and emergency management procedures.

The WHS Induction takes approximately 10 minutes to complete, and contractors should factor this time into their job when attending a site.

The WHS Induction is not required to be completed to quote for a job or deliver materials or other items to a school site.

What does the WHS Induction address?

The WHS Induction provides site specific information to the Contractor prior to commencing works, and may include:

- Emergency evacuation, lockdown and first aid procedures.
- Site hazards and associated risks.
- Behavioural standards and expectations.
- Site asbestos registers, and
- Site requirements where services are required to be isolated.

Where applicable, please ensure you have your High-Risk Work Licence, Trade Licences and white card with you, as the licence type and number may need to be verified or required to complete the WHS Induction.

In addition, contractors may also be requested to confirm and/or provide details of the following:

- Any workers under your control have the qualifications, training, experience, and certification of competency necessary for the work to be conducted.
- Understanding and acknowledgement of the requirement to assess the site, work activity and any associated risks and that a Safe Works Method Statement (SWMS) will be prepared before undertaking any work.



- All electrical equipment used by yourself or workers under your control has been tested by a competent person at the required frequency.
- Any registrable plant used by yourself or any workers under your control has been registered with WorkSafe WA and the registration is displayed.
- Where applicable a hazardous chemicals register, including current (within 5 years) Australian Safety Data Sheets (SDS) for all hazardous chemicals used on site by yourself and any workers under your control, is readily accessible to everyone in the workplace.
- Appropriate Personal Protective Equipment (PPE) is used by yourself and any workers under your control.
- Signage and barriers to isolate and make the area safe is provided and will be used appropriately by yourself or workers under your control.

How do I, my staff or my subcontractors complete the WHS Induction?

The WHS Induction must be completed upon arrival at the site. Contractors must report to the school reception to sign in, where details will also be provided to assist in completing the WHS Induction. The induction process may require:

- Completing a manual induction form provided by the school; or
- Utilising a device provided by the school; or
- Utilising the Contractor's own device to scan a QR code.

School sites have been requested to make the QR code readily available for contractors to scan. Outside of normal operating hours, the link should be in a window area accessible from the exterior of the administration building.

Contractors may need to use their own device which will require internet access to scan the QR code to complete the WHS Induction.

In instances where a contractor has completed the WHS Induction within the previous 12- month period, you will still need to confirm this by completing the introductory questions of the WHS Induction. You will not be required to complete the whole WHS Induction again.

WHS Site Inductions During Business Hours

When undertaking works at a school site, the WHS Induction must be completed prior to commencing works.

The site representative will be available to assist contractors to complete the induction as required.

WHS Site Inductions Outside of Business Hours

Contractors should contact the site and arrange to complete the induction prior to undertaking works planned or scheduled to occur outside of normal working hours.

Alternatively, outside of normal hours contractors will need to access and complete the WHS Induction by scanning the available QR code.



In the event of unplanned emergency works, if the Contractor is unable to complete a site's WHS induction at the time of attendance for any reason (and it is unable to be facilitated with the site prior to undertaking works), the Contractor should only proceed with any urgent works required after having completed its own site risk assessment and taking all appropriate actions to complete works safely. This should include:

- Completing a Safe Work Method Statement (SWMS) and/or a Job Safety Analysis (JSA) for high risk or hazardous work, to be provided to the Department of Finance and/or the school on request; and
- Contacting the site to complete the WHS Induction as soon as possible after the initial attendance and prior to undertaking further work at the site.

Contractors Declining to Complete the Site WHS Induction

Any contractor unwilling to complete the mandatory work health and safety school site inductions will not be permitted to undertake works at WA public schools.

For Further Information or Support Relating to the School WHS Induction Process

Contractors should contact the site to seek further assistance or support in relation to the site specific WHS Induction Process.

The standard operating processes remain in relation to all other works related matters, and contractors should contact their respective Department of Finance representatives for any other issues or queries.