

# Online Safety Induction Procedure

## For Local Church Representatives

The UCA relies on independent contractors and consultants to manage their own safety and ensure the work performed does not put congregation members, visitors, staff or anyone else at risk. Independent contractors include builders, tradespersons, handymen and cleaners.

Congregation representatives are not expected to check contractor safety arrangements in respect of the contractor's own work. A new Online Safety Induction Process will manage risk information such as insurance and licences on behalf of the Church.

Before arriving at UCA property in Victoria and Tasmania, all independent contractors and consultants are now required to be pre-qualified and inducted via the new Online Safety Induction before undertaking any repairs, maintenance, minor works or other activity at the property. This process is for active Church property and not major projects where the Builder has resumed responsibility for the whole property until the project is complete.

To get the process started, email your contractor or consultant company details (including an email address) to [synodohs@victas.uca.org.au](mailto:synodohs@victas.uca.org.au)

Church Councils will be supplied with a separate communication and a poster for printing. The poster will display the QR Code for contractor or consultant check-in.

Emergency contact details are to be written on the poster and the poster to be placed in a prominent position.

**Example of contractor sign-in poster (refer No.1)**



**When contractors or consultants arrive at Church property local representatives need only to:**

- 1 Ask contractors and their workers to scan the Linksafe QR code (see example, bottom left).
- 2 Check proof of induction is displayed on the contractor's mobile phone (look for a green smiley face).
- 3 Contact Synod Safety Officer **Elnura Dulakovic (0416 319 162)** if the contractor or consultant can not provide proof of induction.
- 4 Remind the contractor or consultant they cannot begin work until they have completed the induction.
- 5 Direct contractors and consultants to review the site plan for emergency arrangements.
- 6 Report any incident, even if no one is injured.
- 7 Remind contractors to isolate their work from all persons by barriers or other separation.
- 8 Remind contractors to check the asbestos register before beginning any demolition, building or repair work.

### Property Services

Level 2, 130 Lonsdale St, Melbourne, 3000

t: **(03) 9116 1400**

e: [property@victas.uca.org.au](mailto:property@victas.uca.org.au)

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