



Memo To: **All Contractors and Volunteers**

Re: **Online Contractor, Volunteer, Warden and Fire Extinguisher Induction and Training – October 2016**

As part of our OH&S Policy, the Uniting Church requires all contractors or volunteers working on or at our facilities to undertake an Online Health & Safety **Induction** Training Course prior to entering our facilities or commencing volunteering or working.

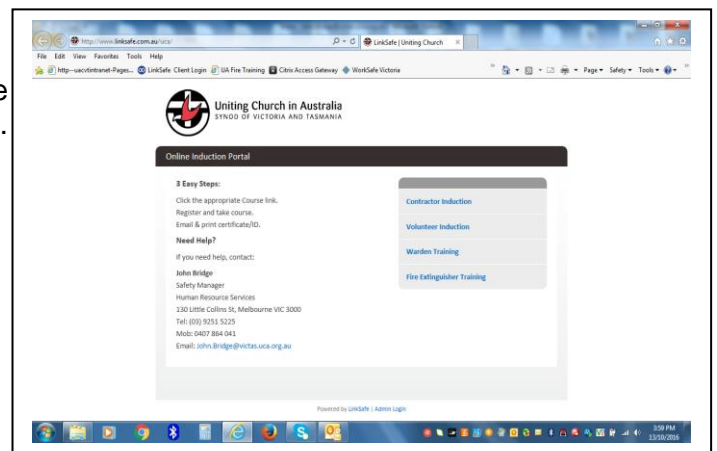
**Please arrange for ALL relevant volunteers or contractors to undertake the relevant induction prior to their next visit.**

Staff, members of congregations and volunteers may also wish to complete the online Warden or Fire Extinguisher training course to better equip them in the case of a fire.

Taking an online induction course is easy and takes about 15 to 20 minutes. Being online, courses can be taken from anywhere using a standard Web Browser.

**Instructions:**

1. **Open your Web Browser to the website – <http://www.inductme.com.au/uca/>**
2. **Press the “Contractor Induction”, the “Volunteer Induction”, the “Warden Training” or the “Fire Extinguisher Training” course button and follow instructions.**



At the end of the course you will receive **an email** with an attached Certificate/ID which must be cut out and signed. This completed card must be shown on each visit and may be checked.



**NOTE:**

**Please note that for contractors a No Induction ID, No Entry policy may be applied.**

Failure to comply with this requirement will be treated as a breach of OH&S Policy and may result in the cancellation or suspension of works and/or the contract.

This is an annual induction and you will be notified by email in 11 months to redo the induction. For help contact the Safety Team via [SynodOHS@victas.uca.org.au](mailto:SynodOHS@victas.uca.org.au) or phone (03) 9251 5249

