

Appendix Z – Contractor Online Induction Course

Memo To: All Contractors

Re: Online Contractor Induction

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

Please arrange for ALL relevant staff/workers to undertake the induction prior to their next visit.

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:

- Open your Web Browser to the website – www.inductme.com.au/uca
- Enter the Course Code – **unitingchurch101**
- Press the Start 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 will be checked to see it is valid.

NOTE:

Please note that a **No Induction ID, No Entry** policy will be applied after the date on this letter.

Failure to comply with this requirement will be treated as a breach of OH&S Policy and may result in the cancellation of works and/or contract. This is an annual induction and you will be notified by email in 11 months that you need to redo the induction.

Please contact the undersigned if you need any help or have any questions.



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Inducted Contractor

ID: 100#####

Expiry Date: DD/MM/YYYY

Online Induction Training
www.inductme.com.au/uca