



**WINDWARD PASSAGE APARTMENTS – BODY CORPORATE
STANDARD OPERATING PROCEDURE**

SOP 8.2 – SITE INDUCTION PROCESS

PURPOSE

Ensure that Contractors are aware of Site Safety risks and controls

RESPONSIBILITIES

Wardens will be responsible for managing the Induction of Contractors for Body Corporate Works

Owners will be responsible for inducting Contractors engaged for works on their property and ensuring that the Contractor is aware of risks and controls involving common property

Contractors are to have read and understood the Contractor Site Access Rules (SOP 2 – Body Corporate and SOP 5 Owners Works) prior to arrival on site and comply when on-site.

ACTION REQUIRED

Each Contractor and his employees are to;

- 1) complete the attached Induction Form and lodge a copy either electronically (use QR code to access) or leave hard copy in the Folder on the desk in the foyer at least annually and
- 2) sign in and out each day on the Register in the Foyer



REFERENCES

SOP 2 CONTRACTOR SITE ACCESS RULES – BODY CORPORATE WORKS

SOP 5 CONTRACTOR SITE ACCESS RULES – OWNERS WORKS

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INDUCTION FORM

WORKER NAME:		
COMPANY:		
MOBILE PHONE:		
DATE OF INDUCTION:		
REASON FOR SITE VISIT:		
<i>The worker acknowledges he/she has been inducted into the common property workplace and agrees to deliver works safely and in accordance with all statutory requirements: -</i>		
YES	NO	DETAIL:
		Contractor acknowledges introduction to the common property of the scheme and mandatory signing in requirements.
		The Contractor acknowledges that a copy of the Site Access Rules are available onsite for review at all times.
		The Contractor understands the Site Access Rules
		The Contractor does not undertake works onsite unless he/she is fully licensed and insured as required under legislation.
		The Contractor confirms it has its own documented safe system of work and will undertake all relevant risk assessments and safe work procedures when working onsite.
		The Contractor acknowledges that Incident Reporting Forms are available onsite and agrees to report all incidents to the Body Corporate within 24 hrs.
		The Contractor acknowledges that the Evacuation Plan. Assembly area is on footpath on Landsborough Parade.
		Amenities onsite include an outside Toilet
		Utilities available to Contractor's include electricity and water
		Parking is not available on-site unless agreed with a Warden or Owner. Goods may be loaded/unloaded in the Basement or outside bay. Vehicles must not be left unattended
		The Contractor acknowledges that Fire Detectors may be temporarily shielded whilst work is being undertaken and restored daily. No heat sources to be left unattended at anytime.
		The Contractor will check if Asbestos is present and take necessary precautions.
		The Contractor will minimise adverse impacts (noise, dust and access) on residents and Guests. Such work shall only be performed between 8am and 5pm Mon-Fri and 8am and 1pm Saturdays. Any dust or other materials in shall be removed at least daily.
		The Contractor agrees to bring any health and safety issues immediately to the attention of the Body Corporate.
PRINT NAME:		SIGNATURE:
Contractor/Worker 1:		
Contractor/Worker 2:		
		DATE: