Gunns Timber Products Online Contractor Safety Health & Environment Induction

Overview

Gunns Timber Products (GTP) has developed an online Safety Health & Environment (SHE) induction system in conjunction with *Rapid Induct* to ensure all contractors are provided with important and consistent information regarding the company's SHE requirements.

The system consists of an online Contractor SHE Induction Centre where your company must first register your ABN and complete an online registration form in order to be confirmed as compliant. Once your company is deemed "compliant", you may securely log in and manage your own employee and subcontractor inductions. The online Contractor SHE Induction Centre is accessible at: www.gunnstimber.com.au.

Contractors that have not completed an online induction for GTP will need to follow this new process. Those contractors who have completed an online course during the past 12-24 months will not be required to undergo another re-induction until their current induction pass expires. Existing contractors will be able to continue to use their current induction certificate during this period.

The contractor SHE induction contains general information relating to the Company and each contractor must successfully answer the questions regarding information contained within. It is mandatory for all contractors and subcontractors working at a GTP site to complete this online induction. It is the responsibility of the contractor company to ensure all their employees and subcontractors who will be working for GTP, have completed the online induction **prior** to attending a site.

Further information regarding specific timeframes that must be met is available on page two of this document.

For each inductee, the contractor company is required to purchase 'credits' directly from the Contractor SHE Induction Centre. One induction credit is required per inductee and the cost per inductee is as follows (**excluding** GST):

- To complete the induction course and receive a contractor pass (1 credit): **$35.00**
- To obtain a replacement induction card **$10.00**

The GTP induction is valid for 2 years unless, there is a major change in company SHE procedures of which the contractor company will be advised.

Contractor Pass

Following the successful completion of the course, inductees can print a temporary contractor pass until their plastic contractor pass is received in the mail. Passes will be posted to the nominated address entered onto the system when the Contractor registers for induction. The contractor is responsible for the maintenance of their induction pass.

Contractors and subcontractors will need to present their Contractor Induction Pass to the site contact person prior to commencing work at the site. If a contractor pass cannot be presented, the contractor may be advised that work cannot commence.

Timeframes and instructions for completion

	Action	Steps
	Register your company in the online Contractor OHS Induction Centre.	➢ Log on to the Contractor OHS Induction Centre www.gunnstimber.com.au ➢ Enter your ABN on the page and click ***Next*** ➢ This will then display your company name. Verify it is correct by selecting ***Yes*** ➢ On the next page, enter your company details and then click ***Next*** ➢ You will then be asked to create a PIN number which will be used to access the system from your next login with your ABN. Enter your chosen PIN number and then click ***Next*** ➢ You will be sent an email with login details for future reference. ➢ You will now complete your online registration. This requires you to include your insurance details. ➢ You will be directed to the Induction Centre home page.
(Unless holding a Current induction Pass)	Ensure that all company personnel required to complete the induction have received an induction password.	➢ **Purchase induction credit points** - select the ***Purchase Credits*** tab on the Induction Centre home page and purchase credits using a valid credit card (1 credit required per inductee). ➢ **Issue passwords to inductees** - select the ***Issue Password*** tab on the Induction Centre home page and issue passwords to personnel required to complete an induction. ➢ The password will be emailed to the individual with instructions to log on to the Contractor Induction Centre and complete the online induction.

All required company personnel have completed the induction course and have a Contractor Pass.

Contractors required to present their Contractor Pass to the site contact prior to commencing work.

- The Induction Centre will also allow GTP to run accurate and real time reports to track contractor induction completion.

- If the contractor cannot present their Contractor Pass on site, the contractor may be advised that work can't commence until they have completed the induction.

Site SHE Induction Requirements

Orientation Checklist

All contractors and subcontractors are required to also participate in a site specific induction with the GTP contact prior to commencing work. This ensures that specific SHE information is communicated to the contractor including: high risk work, isolation/lockout requirements, working at heights, undertaking a JSA/risk assessment, etc.

The site induction should be undertaken each time the contractor presents for work, unless the work is routine in nature. Any changes to site requirements shall be provided to the contractor prior to work commencing.

Further information & support

To assist contractors to meet these requirements; the following contact points are available:

1. For any technical queries regarding the online contractor SHE induction system (including log in, navigation of the Induction Centre, password or computer issues), please contact the Rapid Induct Client Services Team:

    - Freecall 1800 307 595, 8.00am – 5.30pm Monday – Friday (ACST); or Email support@rapidinduct.com.au

2. For any queries regarding the online Contractor SHE Induction content or the site induction process, please contact:

    Email: brsmith@auspine.com.au

    Email: Jenna.Hampton@gunns.com.au

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