



**CORPORATE STANDARD  
STANDARD PROCEDURE FOR OHS INDUCTION**

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## 1.0 INTRODUCTION

### 1.1 Purpose

This Standard sets out the requirements to ensure that all persons on Delta Electricity sites have received appropriate health, safety and environmental induction.

### 1.2 Objectives

The objectives of this Standard are to ensure persons have received the appropriate health, safety and environmental induction so that they understand the requirements and their responsibilities whilst on a Delta Electricity Site.

### 1.3 Scope

The requirements of this Standard apply to all persons accessing Delta Electricity sites.

### 1.4 Definitions

**Category A contract work** – means a contractor with Delta Electricity for which work has been assessed as being of a *high safety risk* or interface with other contracts of *high safety risk*. Category A contractors are usually responsible for the management, administration and coordination of multiple work groups and/or subcontractors.

**Category B contract work** – means a contractor with Delta Electricity for which work has been assessed as being of a *moderate safety risk* and does not interface with *high safety risk* works. Category B contractors are usually responsible for the management, administration and coordination of a single work group or team and no subcontractors.

**Category C contract work** – means a contractor with Delta Electricity for which work has been assessed as being of a *low safety risk* and does not interface with *moderate* or *high safety risk* works. Category C contractors are responsible for minor low risk work which is conducted by an individual only (sole trader) who is not conducting plant related maintenance or repair work and has been approved by the region's Safety Manager as a Category C contractor.

**Construction work** - construction work means:

- (a) excavation, including excavation or filling of trenches, ditches, shafts, wells, tunnels and pier holes and the use of caissons and coffer dams;
- (b) building, including the construction, alteration, renovation, repair, maintenance and demolition of all types of buildings;
- (c) civil engineering, including the construction, structural alteration, repair, maintenance and demolition of, for example, inland waterways, dams, roads, railways, bridges and tunnels, viaducts, and work related to the provision of services such as communications, drainage, sewerage, water and energy supplies.

**Contract Administrator** - means the Delta Electricity employee (or agent) authorised to administer contract work.

**General health and safety induction for construction work** – will hereunder be referred to as "*general health and safety induction*"

**General health and safety induction training** – includes the relevant health and safety topics set out in the WorkCover Code of Practice – “Occupational Health and Safety Induction Training for *Construction Work*”.

**Public tour induction** - instruction and warnings on site health, safety and environmental hazards given to members of the public prior to undertaking a tour of a Delta Electricity site.

**Site access personal identification card** – an electronic card issued to an individual that permits that individual to access a Delta Electricity site(s).

**Site orientation** – a meeting at which known site hazards associated with the work, Delta Electricity Business Unit OHS and environmental requirements and scope of works is identified and advised to the contractor.

**Site specific health and safety induction training** – training delivered to persons, so that they are aware of the site specific health, safety and environmental hazards and can recognize and avoid the risks associated with working on the site.

**Specific health and safety training** - training associated with specific health and safety work procedures or practices, such as confined spaces work procedures.

**Work activity based health and safety induction training** - training that covers the relevant health and safety topics set out in the WorkCover Code of Practice – “Occupational Health and Safety Induction Training for *Construction Work 1998*” and relates to the particular type of construction work to be carried out.

**Visitor access card** – a reusable, uniquely numbered card containing relevant site emergency response information that is issued to a visitor to site.

**Visitor induction** - includes the safety requirements, as set out on a visitor access card that must be explained to visitors prior to entry to the site.

## 2.0 INDUCTION COORDINATION AND RECORD MANAGEMENT

### 2.1 Site Specific Health and Safety Induction Training

- (a) The detail and extent of *site specific health and safety induction training* required to be delivered to a person will depend on the nature of their business/work to be conducted at the site. A request for a Delta Electricity nominated officer to deliver a *site specific health and safety induction training* and *specific health and safety training* should be made on the approved form. (Refer to [Request for Induction and/or Issue of Security Id Card](#)).

The Delta Contractor representative shall request induction and security access for contractor employees.

- (b) The Business Unit responsible for the conduct of the work shall ensure:
  - (i) *Site specific health and safety induction training* is carried out as necessary and shall maintain appropriate records of all persons who receive such training;

- (ii) nominated officers conducting *site specific health and safety induction training* have knowledge in the relevant aspects of *site specific health and safety induction training* material.
- (iii) all persons who receive site specific health and safety induction training shall undertake a competency assessment using the appropriate Induction Questionnaire. All questions shall be completed correctly to be deemed competent.
- (c) The OHS Manager shall be responsible for the production, maintenance, review, amendment and approval of the *site-specific health and safety induction training* material.
- (d) The Business Unit Safety Manager shall be responsible for controlling the distribution of approved *site-specific health and safety induction training* material within the Business Units.
- (e) The Organisation Development Manager shall be responsible for controlling the distribution of approved *site - specific health and safety induction training* material within the Corporate Office.
- (f) The Delta Contract Administrator shall be responsible for controlling the distribution of approved *site- specific health and safety induction training* material to contractors.
- (g) Controlling the distribution of *site specific health and safety induction training* material shall be done as approved by the Safety Manager.

## 2.2 General Health and Safety Induction Training

The General Manager responsible for the conduct of work at a Delta Electricity site shall ensure that person/s required to carry out the work requiring *general OHS induction* has received such training. *General health and safety induction training* must be developed by a person who has a Certificate IV in Workplace Assessment and Training and issued by a registered education or training provider and the Induction conducted by a person who has a Statement of Attainment to Train Small Groups issued by a registered education or training provider.

### 2.2.1 General Health and Safety Induction Mutual Recognition Principles

Under the mutual recognition principles established between the Regulators in NSW, Queensland, Victoria and South Australia, a person will only be able to claim to have their general health and safety induction training qualification mutually recognised where they have successfully complied with the general safety induction requirements for the state in which they ordinarily reside.

Delta Electricity will only recognise *General Health and Safety Induction Training* qualifications obtained in another State under mutual recognition principles where the person can verify that they are a **permanent resident** of that State in which the qualification was issued.

[\(Refer to Mutual Recognition of Construction Induction Training Qualifications\)](#)

## 2.3 Work Activity Based Health and Safety Induction Training

The General Manager responsible for the conduct of work at a Delta Electricity site shall ensure that *work activity based health and safety induction training* is provided to all persons required to carry out work on the site and that records of such induction are kept.

Where construction work is involved the *work activity based health and safety induction training* must:

- relate to the particular type of work to be carried out
- the hazard identification, risk assessment and control process
- regulatory requirements or codes of practice relevant to any work activity
- site specific safety requirements or procedures including notification of changes to the work site

This training is to be developed by a person who has a Certificate IV in Workplace Assessment and Training and issued by a registered education or training provider and conducted by a person who has a "Statement of Attainment to Train Small Groups" issued by a registered education or training provider.

An employer with no more than 10 employees may conduct *work activity based health and safety induction training*.

## 2.4 Specific Health and Safety Training

The Contract Administrator responsible for the conduct of work at a Delta Electricity site shall ensure that a person is trained in the *specific health and safety training* associated with their work on site. The Business Unit representative shall assess whether the person is competent to undertake such work, (For example, confined spaces work, work on or near high voltage exposed conductors, asbestos fibre removal work).

The Business Unit shall keep records of specific health and safety training undertaken to carry out the work responsible for the conduct of work.

## 2.5 OHS Inductions for Non-English Speaking Persons

Where persons are required to perform work on a Delta Electricity site and are unable to speak or understand English, they must undertake their OHS Induction through the use of an appropriate interpreter.

Where the provision of these services is not possible or practical, then these persons must be:

- supervised by a person who can speak English and the language of non-English speaking person/s, or
- be chaperoned for the full duration of their access to site and on any subsequent visits to site by an appropriate interpreter.

## 2.6 Auditing of Induction Requirements

The General Manager in control of a Delta Electricity site shall ensure that processes are in place to conduct a biennial audit to ensure compliance to this Standard. Records of audits and non-compliances shall be kept (refer to DES SA001–24 OHS Auditing).

### 3.0 INDUCTION REQUIREMENTS

#### 3.1 Visitors

The following persons shall be classified as visitors:

- (a) persons conducting official business on behalf of their respective employers but will not actually perform work with or on plant and equipment on site, including;
  - (i) sales representatives;
  - (ii) company specialists and/or consultants; and
  - (iii) industrial union officials;
- (b) persons not conducting official business who may be visiting other persons on site.
- (c) delivery agents who deliver or pick up goods at the site, predominantly from areas such as stores, canteen; and
- (d) officers from the NSW WorkCover Authority, Police and Environmental Protection Authority.

Visitors shall, as a minimum, have the safety requirements as set out on the *visitor access card* explained to them prior to entry to the site and shall be appropriately controlled whilst on site.

#### 3.2 Public Tour Groups

The public on tours of Delta Electricity sites shall be given *public tour induction* to ensure their safety whilst on site. A person authorised by the Business Unit in control of the site shall deliver *public tour induction*.

#### 3.3 Emergency Response Agencies

Local emergency response agency personnel shall receive biennial site orientation and be involved in combined emergency exercises with site Delta Electricity emergency response personnel in accordance with [Delta's Emergency Response Plan](#).

#### 3.4 Delta Electricity Employees

Newly appointed Delta employees shall receive site specific health and safety induction and shall receive general health and safety induction training if required to undertake construction work activities.

All Delta employees shall be given the relevant *specific health and safety training and work activity based health and safety training* to safely perform their employment duties. The Business Unit shall determine what training is required and the frequency of refresher training for each employee in accordance with the requirements of [DES SA001-27 OHS Competency and Training](#).

All Delta electricity employees shall be refreshed on the requirements of *site specific health and safety induction* as a requirement of their mandatory OHS Training and not exceeding 2 yearly.

Where a Delta employee has not completed a *site specific health and safety induction* they shall be treated as a visitor when gaining access to a Delta Electricity site.

### 3.5 Contractor Employees

(a) The Business Unit Manager responsible for the conduct of work undertaken by a contractor at a Delta Electricity site under an OHS category A and/or B contract shall be satisfied that the contractor's employees, prior to undertaking the work, have:

- (i) undertaken *site specific health and safety induction*
- (ii) undertaken the *site specific health and safety induction* competency assessment
- (iii) undertaken *general health and safety induction*
- (iv) undertaken *work activity health and safety induction*

The Business Unit Manager responsible for the conduct of work shall maintain a record of the above inductions.

(b) Where the Business Unit Manager decides that the Contractor is to provide Delta site specific health and safety induction training to its employees then the Delta Contractor representative shall, in addition to 3.5(a), ensure:

- (i) a controlled copy of the *site specific health and safety induction* training material and competency assessment is issued to the contractor
- (ii) the Contractor's trainer has knowledge in the relevant aspects of Delta's *site specific health and safety induction training* material
- (iii) that the controlled copy of the *site specific health and safety induction* training material and competency assessment is returned upon the completion of the contract. Competency assessment questionnaires shall be filed in the contract file

(c) The Business Unit Manager responsible for the conduct of work undertaken by a contractor shall ensure that all contractor employees receive Delta site specific health and safety induction refresher training every 12 months.

(d) The Sole Trader responsible for the conduct of work undertaken by a contractor under an OHS Category C contract shall be satisfied that the contractor's employees, prior to undertaking the work, have:

- (i) undertaken the *site specific health and safety induction*
- (ii) undertaken the *site specific health and safety induction* competency assessment

(e) Contract personnel required to undertake work under or who require certification under Delta Electricity Access to Apparatus Rules, must also successfully complete the Induction Questionnaire - Access to Apparatus Rules Assessment

The Business Unit Manager responsible for the conduct of work shall maintain a record of the above inductions.

**NOTE:** for OHS *Category C contracts* the Safety Manager must first approve that the contract work and associated contract OHS Risks satisfy the requirements for OHS Category C contract work.

***(Approval must be sought prior to a contract being awarded or order being placed for the work).***

(Refer to DES SA001-31 Management of Contractor OHS)

### **3.6 Contract Coal Delivery Drivers**

Contractor coal delivery drivers will not be required to complete the Delta Electricity site induction however they must be provided with instruction on site specific emergency response and personal protective clothing requirements before entry to site will be permitted.

A register of Contractor coal delivery drivers approved to enter Delta Electricity power station sites must be maintained by the Business Unit concerned.

### **3.7 Authority to Waiver Delta's Requirements for General Health and Safety Induction**

The General Manager in charge of the Delta Electricity site has the discretionary authority to approve a waiver of Delta's requirements for *General Health and Safety Induction* requirements where:

- this concession doesn't compromise the person's health and safety,
- is on the basis that the activity is either unusual or short duration, or failure to do so could amount to material losses to the corporation, or
- Emergency Services personnel are called to respond to an emergency on site.

An approved list of power station site activities has been developed where *General Health and Safety Induction* qualifications (Green Cards) are exempted.

[\(Refer to General Health and Safety Induction \(Green Card\) Requirement Exemptions\).](#)

### 3.8 Matrix of Induction Requirements and Responsibilities

Group		Type of Induction Training	Responsibility for Induction
<b>Visitors</b>		<i>Visitor induction</i>	Security staff/Authorised Delta Electricity person
<b>Public tour groups</b>		<i>Public Tour Induction</i>	Authorised Delta Electricity person
<b>Delta Electricity Employees</b>		<i>Site specific health and safety induction training</i>	Business Unit responsible for employee
		<i>General health &amp; safety induction training</i>	Business Unit responsible for construction work
		<i>Work activity based health and safety induction training</i>	Business Unit responsible for project or work
<b>Contractor employees</b>	OHS Categories A & B	<i>Site specific health and safety induction training</i>	Business Unit responsible for the conduct of work to be satisfied contractors employees inducted in all types of induction
		<i>General health &amp; safety induction training if undertaking construction work or as specified in contract</i>	
		<i>Work activity based health and safety induction training if undertaking construction work</i>	Business Unit responsible for the conduct of work to be satisfied contractors employees inducted as required
	OHS Category C	<i>Site specific health and safety induction training</i>	Security staff/Contract Administrator
<b>Emergency Response Agencies</b>		Site orientation.	Site Emergency Response Coordinator
<b>Contract Coal Delivery Drivers</b>		No <i>site specific health and safety induction</i> training required.  Site specific Emergency Response and Personal Protective Clothing requirements must be communicated to the driver	Business Unit person responsible for the Coal Delivery Contractor to be satisfied that site specific instructions have been communicated to the drivers.