

CONTRACTOR INDUCTION (AVELING) PROCEDURE

All officers of the City of Perth involved in administering contracts or engaging external Contractors or Consultants are to ensure that an induction to the City of Perth and its work areas is carried out in accordance with this procedure.

The City of Perth's Project Officer administering the works must ensure that all on-line and on-site inductions are conducted and recorded into respective tender files in CM9.

An on-line Principal Contractor Safety Induction is to be completed by all new and existing Contractors/Consultants to the City of Perth. An online Induction is required to be completed by the Contractor every 12 months from the date of the signing of the contract with the City of Perth. If the Contractors/Consultants are engaged to carry out more than one contract in a 12-month period, they are only required to complete an online Induction once and subsequently every year thereafter.

The City of Perth Officer/s engaging the external Contractors/Consultants are responsible for ensuring that if an online Induction has previously been completed that it is still current and valid (12 months). The City of Perth Officer/s engaging the Contractors/Consultants are responsible for ensuring that an onsite induction is completed for all Contractors/Consultants involved in the proposed works. The on-line Induction will be at an expense of \$33 (Inc GST) payable on-line to Aveling by the Contractor/Consultant.

The on-line access is via the Aveling website <http://aveling.com.au/>.

Ensure the pop up blocker tool has been switched off to access the induction. For Windows PC, click Tools/Pop-up Blocker/Turn Off Pop-up Blocker.

1. Access the Induction by opening the following link in your browser:
<http://aveling.com.au/>
2. Read through the Overview and click on the Induction that best represents your area of work (Local Government Safety Induction or Office Induction).
3. Click on "Enrol Now" and you will be directed to the Training Portal.
4. Read through the course outline and click "Enrol".
5. Enter the verification letter/number you see on the screen and click "Continue" (not case sensitive).
6. Select either "New User" or "Existing User".
7. By selecting "New User" you must enter your personal details and click "Create My Account".
8. By selecting "Existing User" you must enter your username and password that you previously registered with. The group booking code will be pre-filled.
9. Once you have created your account or logged in to the system the Contractor/Consultant will be asked to complete payment details before proceeding any further.
10. Once the registration details and payment are completed the Contractor/Consultant will be able to commence with the on-line course.
11. Upon completion of the program the Contractor/Consultant will receive a certificate of completion by mail and email.

12. The Contractor/Consultant must forward the email to the City of Perth's Project Officer administering the works prior to any work commencing. The Project Officer will register email containing electronic certificate from Aveling to respective tender files.
 - Record type: Email
 - Record Title: AVELING Local Government Safety Induction Certificate of Participation – <Name of company/name of person>
 - File: Tender file
13. Project Officer is to ensure all other contactors going to site must complete an onsite induction prior to works. Copies of City of Perth Contractor Induction Checklist can be found on the City Forms and Documents Intranet page under Agency, Contractor and Consultant. This form must be sent to Human Resources. Submit the original hard copy form.
14. Project Officer is to complete *Contractor Progress Meeting Attendance Register* for all meetings held at Council House. Original hard copy register is to be sent to Records Services for scanning into CM9. Copies of *Contractor Progress Meeting Attendance Register* can be found on the WHS Intranet page.

A record of the course completion will be documented within Contract Management and CM9.

The Principal Contractor/Consultant is to conduct inductions with their workers and ensure that all their staff demonstrates safe working standards in accordance with legislative requirements, City of Perth work health and safety procedures and the tender/quotation documents.