



**FOUNDATIONS FOR SAFETY**

**CONSTRUCTION INDUSTRY  
INDUCTION TRAINING AGREEMENT**



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# **FOUNDATIONS FOR SAFETY CONSTRUCTION INDUSTRY INDUCTION TRAINING AGREEMENT**

## **1. Introduction**

The purpose of this Training Agreement is to define training delivery criteria and course content, as well as a recommended program for adoption by the construction industry in Victoria. The FFSCI Basic Induction Training course has been accepted by the signatories as being the model for generic induction training for use by the building and construction industry.

This Agreement is recommended to employers of the industry as a means of meeting an elementary component of their obligations under the Occupational Health and Safety Act 1985. It does not replace an employer's duty to provide site specific and task specific instruction, supervision or ongoing training.

## **2. General**

### ***Objectives of the Construction Industry Basic Induction Training***

The objective of the Construction Industry Basic Induction Training course is to establish a credible and consistent basic instruction in OHS matters as they pertain to construction sites. It applies to all people who work on site in any capacity, other than emergency services personnel.

### ***Duration of the Construction Industry Basic Induction Training course***

The Construction Industry Basic Induction Training is to comprise a nominal duration of between 6-8 hours.

### ***Construction Industry Basic Induction (Training Card)***

Each participant who completes or is recognised as having completed the Construction Industry Basic Induction Training course will be provided with a standard form card bearing the Foundations for Safety logo and dated as to the month and year of attainment. Each card will also bear a unique number, which will be recorded by the training provider.

### ***Validity of Training and Acceptance of Training Card***

The parties that are signatories to the Agreement recognise the legitimacy of each other in delivery of training and assessment of this course, provided these are done in accordance with the conditions as set out in Sections 2, 3 and 4 of this Agreement.



The parties that are signatories to this Agreement will recognise the Foundations for Safety Basic Induction Training card as proof that the holder has completed the course and has achieved an acceptable standard of Basic OHS induction for the construction industry.

### ***Training Providers***

Providers of the Construction Industry Basic Induction Training course will be required to meet two conditions to attain endorsement from Foundations for Safety. They will need to:

- Be registered with the State Training Board of Victoria or interstate equivalent, as a Registered Training Organisation,  
and
- Only utilise trainers with relevant industry experience in accordance with the criteria determined by Foundations for Safety.

### ***Recognition of prior learning (RPL)***

RPL will only apply to Health and Safety nominated training received post 1995.

The following modules/courses are considered applicable for RPL:

- Building Licensing Course Certificate IV
- WorkCover approved Health & Safety courses relevant to the construction industry
- Construction Industry Apprentice
- Equivalent industry training confirmed by Foundations for Safety

The specific delivery requirements are detailed under Section 4 .

## **3. Construction Industry Basic Induction Course Content**

The Construction Industry Course content is to include the following components:

- The Occupational Health & Safety legislative framework
- Hazards
- Construction Industry knowledge
- Accidents and incidents
- Site safety

Details of each component of the course content are to be determined by the training provider but must as a minimum include the following five sections:



### **3 (a). The health & safety legislative and regulatory framework**

The objective of this section is to provide an introduction to the Occupational Health and Safety Act 1985 and all other relevant legislation/regulation. It will include:

- i). An overview of the OHS Act with particular reference to key responsibilities
- ii). Key Regulations and relevant Codes of Practice
- iii). Explanation of the differences between Regulations and Codes of Practice
- iv). How to access the legislation
- v). Compliance, and the penalties for non-compliance

### **3 (b). Hazards**

This section will provide an overview of risk controls and specific hazards likely to be encountered on construction sites. The hazards listed below are the more frequent and high-risk hazards encountered on construction sites. Additional items can be added to this list:

- i) Lack of risk control measures
- ii) Working at heights (including scaffolding)
- iii) Manual handling
- iv) Noise
- v) Hazardous substances and dangerous goods
- vi) Electrical safety
- vii) Fire prevention
- viii) Plant
- ix) JSAs

### **3 (c). Accidents and incidents**

This section provides an overview of arrangements concerning accidents and incidents on construction sites.

- i) First aid
- ii) Accident and incident reporting
- iii) Alcohol and drug policy

### **3 (d). Industry knowledge**

This section seeks to raise awareness of industry specific issues:

- i) Industry agreements – where applicable
- ii) Industry schemes – where applicable
- iii) Workers compensation



- iv) EEO
- v) Young workers
- vi) Sexual harassment and bullying
- vii) Training

### **3 (e). Site safety**

The objective of this section is to provide an overview of specific site issues and includes:

- i) Essential elements of Occupational Health and Safety
  - ◆ Key people
  - ◆ Key places
  - ◆ Amenities
  - ◆ “No go” areas
- ii) Signage
  - ◆ Emergency and evacuation
- iii) Personal protective equipment (PPE)

## **4. Trainers and Training delivery**

The criteria for the delivery of the Construction Industry Basic Induction Training program are mandatory and include:

- Meeting and maintaining training registration requirements
- Demonstrating in the course delivery material an awareness of trends and emerging issues within the Construction Industry
- Maintaining knowledge of all relevant Occupational Health and Safety legislation, regulations and codes and demonstrating this in the course material
- Maintenance of records that identify persons who have attended the training or who have RPL applied and making these available if requested
- Conduct trainee evaluation at the completion of each course and maintenance of these records for review if requested
- Identification of the trainees who require more support and provision of this prior to issuing the Construction Industry Safety Induction card



- Course delivery that maintains an appropriate balance between theory and practical delivery
- RPL conducted in accordance with State Training Board of Victoria requirements and as detailed in the definitions section above
- The requirement to base course delivery as a minimum on the course content detailed in section 3 above and on the needs of the specific workers/supervisors/managers to receive the Construction Industry Basic Induction Training course
- Prior to the issuing of an industry induction training card the identity of the person must be confirmed in accordance with the guidelines issued by Foundations For Safety

## **5. Implementation**

An implementation plan is to be developed and to address and incorporate the following issues:

- The commencement date of the Agreement is 1 February 2001
- Implementation of the Agreement is to be conducted over three years with a review 12 months after the commencement or February 2002 whichever is the later
- The issue date of the cards provided after the completion of the Construction Industry Induction Training course or after RPL is 1 February 2001 or the date of the completion of the Construction Industry Induction Training course whichever is the later
- If a person has left the industry for two years or more it is necessary to attend and complete Construction Industry Basic Induction Training
- The implementation plan for WorkCover needs to consider communication and media releases prior to the commencement of this agreement
- Progress reports on Construction Industry Basic Induction Training are to be tabled at the Foundations for Safety Forum



### ***WorkCover Obligations/Undertakings***

WorkCover agrees to:

- Collate reports from Foundations for Safety members
- Seek advice from the training providers concerning the number of training completions and cards issued
- Table these reports at the Foundations for Safety forums



## **6. Signatories**

Association of Wall & Ceiling Industries, Victoria

Australian Industry Group

Australian Manufacturing Workers Union

Australian Master Bricklayers Association

Australian Workers Union

Air Conditioning and Mechanical Contractors Association

Civil Contractors Federation

CEPU Electrical Trades Union

CEPU Plumbing Division

CFMEU Construction & General Division

CFMEU FEDFA Division

Engineers Australia

Housing Industry Association

Master Builders Association of Victoria

Master Painters Association of Victoria & Finishing Trades Association of Australia

Master Plumbers & Mechanical Services Association of Australia

National Electrical and Communications Association

National Federation of Bricklayers and Masonry Employers

Office of the Chief Electrical Inspector

The Royal Australian Institute of Architects

Victorian Employers Chamber of Commerce & Industry

Victorian Trades Hall Council

Victorian WorkCover Authority