

Online Contractor Induction

As part of our OH&S Policy, Plenty Valley Christian College requires that all contractors working on our facilities undertake an Online Health & Safety Induction Training Course prior to entry.

Please arrange for ALL relevant staff/workers to undertake the induction prior to their next visit.

Taking an online induction course is easy and takes about 15 to 20 minutes. Being online, courses can be taken from anywhere using a standard Web Browser.

Instructions:

1. **Open your Web Browser to the website – <http://www.linksafe.com.au/pvcc>**
2. **Control Click on the “Contractors Induction Online” and follow instructions**

You will be asked to register BEFORE you can complete the induction.

- If you are a Casual Relief Teacher or Employee please select the Employee Registration and Induction.
- If you are a Trades Person or Casual Contractor to the College please select the Contractor Registration and Induction.

You will receive an email on completion of Registration which will allocate you a Registration Number that you will need to complete the Induction.

The office staff receive a copy of your certificate.

When you attend the College **YOU MUST SIGN IN** at either Front Reception or the General Office.

Trades Contractors will be required to provide a copy of their Public Liability and WorkSafe Certificates as well as JSA's for all work taken on the premises.

NOTE:

Please note that we have a **No Induction ID, No Entry policy.**

Failure to comply with this requirement will be treated as a breach of OH&S Policy and may result in the cancellation of works and/or contract.

Please contact the undersigned if you need any help or have any questions.

Yours sincerely,

Peter Bain
Business Manager
Plenty Valley Christian College
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