



Partnering with



**SITE INDUCTION SAFETY HANDBOOK**

**18-20 Cox Avenue  
Kingswood 2474**

## H&I Safety and Training Learner Handbook

The H&I Safety and Training Learner Handbook is for learners who enrol in an Australian Qualifications Framework course as listed on the National Register at [www.training.gov.au](http://www.training.gov.au) It contains important information to provide support from commencement to completion.

## H&I Safety and Training Details

<b>Company Name</b>	H&I Safety and Training		
<b>Address:</b>	PO Box 8251 Glenmore Park 2745		
<b>ABN:</b>	99 169 055 369		
<b>Telephone:</b>	8610 5937		
<b>Email:</b>	<a href="mailto:admin@hisafetyandtraining.com.au">admin@hisafetyandtraining.com.au</a>		
<b>RTO Name:</b>	Civil Trained	<b>Email:</b>	<a href="mailto:admin@civiltrained.com.au">admin@civiltrained.com.au</a>
<b>RTO ID:</b>	22585	<b>Safework Approval</b>	800589

## H & I Safety and Training Staff

The following chart provides details of H & I Safety and Training staff that will provide support and assistance during your study

Department:	Position	Name	Site Contact
<b>Management</b>	Director	Ian Sparkes	0447 858 111
<b>Administration Services</b>	RTO Representative	Nicky Hackney	0418 182 542
	Accounts Manager	Courtney Sparkes	
<b>Trainers &amp; Assessors</b>	Trainer Assessor	Chris McDaniel	
	Trainer Assessor	Ken Constable	
	Trainer Assessor	Joshua Sparkes	
	Trainer Assessor	Damien Boshammer	
	Trainer Assessor	Andrew Woods	



**Site Safety - All visitors are required to sign in at the site office.**

**All learners are to follow instruction from H & I Safety and Training Staff at all times**

In the case of an emergency **ALL LEARNERS** and **STAFF** are to meet at the designated emergency assembly point for roll call. H & I Safety and Training staff will notify relevant authorities. Learners are **NOT** to leave the assembly point unless in immediate danger.

All learners are to remain in designated areas unless accompanied by H & I Safety and Training staff.

### **First Aid**

H & I Safety and Training provides first aid facilities and certified staff to administer first aid requirements. All accidents must be reported to H & I Safety and Training Staff, and an incident report must be completed.

Closest medical centres & hospital are:

#### **Medical centre**

Octa Medical  
Cnr The Northern Rd & Barber Ave  
Kingswood NSW 2747  
P: 4722 6889

#### **Hospital**

Nepean Hospital  
Derby Street  
Kingswood NSW 2747  
P: 4734 2000

## **EMERGENCY – Police – Fire – Ambulance –000**

### **Fire Safety**

H & I Safety and Training communicates the procedures involved in evacuation and location of fire equipment to learners and staff as per fire safety schedule during learner orientation and staff induction.

This includes but is not limited to the following:

- Location of Evacuation Procedure notices
- Location of exits and fire extinguishers
- Location of safe area for learner and staff roll call
- Attend any fire drill sessions in case of real emergency

### **Fees & Timetable**

- H & I Safety and Training reserves the right to vary its fees without notice;
- Timetables may be subject to change

### **SOA / VOC Cards**

In cases where the learner loses or needs to replace their card, they may apply for a replacement and a fee of \$50 (plus GST) must be paid prior to reissuance

## **Delivery Strategies**

### Onsite Delivery:

Training is delivered in a blended mode of face-to-face and practical training in the classroom and a simulated workplace environment. Written learning activities will reinforce theoretical knowledge, and skills will be practiced in the classroom and simulated workplace where learning will be placed into context.

### Workplace Delivery:

Training is delivered in an integrated mode of face to face classes and workplace learning. Written learning activities will reinforce theoretical knowledge and skills will be practiced in the classroom and workplace.

## **Learner Requirements**

H & I Safety and Training requires learners to:

- Contribute to learning in a harmonious and positive manner irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief.
- Comply with the rules and regulations of H & I Safety and Training
- Be honest and respectful, which includes not falsifying work or information and not conducting yourself in any way that may cause injury or offence to others
- Be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.
- Monitor your own progress by ensuring that assessment deadlines are observed.
- Respect other students and H & I Safety and Training staff members and their right to privacy and confidentiality.

## **Learner Safety**

H & I Safety and Training provides learners with a safe environment in which to participate in training and assessment. Under the Work Health and Safety Act 2011, the following guidelines are provided as a basis for safe practice in the training environment:

- Know and observe details of emergency response and evacuation plans;
- Do not undertake activities which may cause injury to self or others;
- Be responsible for your own actions;
- No smoking in the training and assessment rooms or offices;
- Report all potential hazards, accidents and near misses to H & I Safety and Training staff;
- No consumption of alcohol within training and assessment facilities or during the conduct of training and assessment;
- Keep training and assessment areas neat and tidy at all times;
- Correct PPE to be worn at ALL times. **This includes Hi Vis and steel cap boots**

## Registered Training Organisation (RTO) Partnership with H & I Safety and Training

H & I Safety and Training work in partnership with our Registered Training Organisations (RTO's), Civil Trained (22585) to deliver training and assessment on their behalf. All enrolment, learning and assessment material is the property of the RTO. Learners may at any time speak with our RTO representative to discuss any aspects of their training.

### All qualifications and statement of attainments are issued by our RTO, Civil Trained 22585.

The following qualifications are delivered by H & I Safety and Training on behalf of our RTO Civil Trained.

RII30920	Certificate III in Civil Construction
RII30820	Certificate III in Civil Construction Plant Operations

The below units of competency are currently delivered by H & I Safety and Training on behalf of our RTO Civil Trained. \*(HRW) must undertake SafeWork NSW Assessment with an Accredited SafeWork Assessor

AHCMOM213	Operate and maintain chainsaws
AHCMOM215	Operate commercial lawnmowers
CPCCCM2007	Use explosive power tools
CPCCDE3016	Identify hazards on demolition sites and apply risk management strategies
CPCCLDG3001	Licence to perform dogging (HRW)
CPCCON3047	Cut concrete
CPCCON3054	Operate concrete agitator trucks
CPCCON3057	Core concrete
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
MSMPER200	Work in accordance with an issued permit
MSMWHS217	Gas test atmospheres
RIICBS301E	Conduct profile planer operations
RIICBS302E	Conduct paver screeding operations
RIICBS303E	Conduct materials transfer vehicle operations
RIICBS305E	Conduct asphalt paver operation
RIICBS307E	Conduct bitumen sprayer operations
RIICBS313	Conduct tack coat spraying operations
RIICCM202E	Identify, locate and protect underground services
RIICCM206E	Support plant operations
RIICCM210E	Install trench support
RIICCM303	Conduct vacuum excavations
RIICFW304E	Conduct pile driving operations
RIICFW305E	Conduct cast in-situ pilings operations
RIICFW306E	Direct pile driving operations
RIICFW307E	Direct cast in-situ piling operations
RIICOM201E	Communicate in the workplace
RIICRC308E	Conduct paver operations

RIICRC309E	Conduct stabiliser operations
RIICRC319E	Saw and cut concrete pavements to initiate planned cracks
RIIHAN301E	Operate elevating work platform
RIIHAN307E	Operate a vehicle loading crane
RIIHAN308F	Load and unload plant
RIIHAN309F	Conduct telescopic materials handler operations
RIIHAN311F	Conduct operations with integrated tool carrier
RIIMPO315E	Conduct tractor operations
RIIMPO316E	Conduct self-propelled compactor operations
RIIMPO317F	Conduct roller operations
RIIMPO318F	Conduct civil construction skid steer loader operations
RIIMPO319E	Conduct backhoe/loader operations
RIIMPO320F	Conduct civil construction excavator operations
RIIMPO321F	Conduct civil construction wheeled front end loader operations
RIIMPO322E	Conduct civil construction tracked front end loader operations
RIIMPO323E	Conduct civil construction dozer operations
RIIMPO324F	Conduct civil construction grader operations
RIIMPO325E-	Conduct civil construction scraper operations
RIIMPO326E	Conduct water vehicle operations
RIIMPO328E	Conduct continuous bucket trencher operations
RIIMPO337E	Conduct articulated haul truck operations
RIIMPO338E	Conduct rigid haul truck operations
RIINHB310D	Conduct surface directional drilling
RIINHB323D	Conduct horizontal directional drilling
RIIPRO301D	Conduct crushing and screening plant operations
RIIQUA201E	Maintain and monitor site quality standards
RIIRIS201E	Conduct local risk control
<u>RIIRIS301E</u>	Apply risk management processes
RIIRIS402E	Carry out the risk management process
RIIRTM203E	Work as a safety observer/spotter
RIISAM202E	Isolate and access plant
RIISAM203E	Use hand and power tools
RIISAM204E	Operate small plant and equipment
RIISAM301F	Test operational functions of vehicles and equipment
RIIWHS201E	Work safely and follow WHS policies and procedures
RIIWHS202E	Enter and work in confined spaces
RIIWHS204E	Work safely at heights
TLIA1001	Secure cargo
TLID0008	Shift loads using bridge or gantry crane
TLID0015	Load and unload goods/cargo
TLID0020	Shift materials safely using manual handling methods
TLIE3028	Complete a work diary in the road transport industry
TLIF0005	Apply a fatigue risk management system

TLIF0006	Administer a fatigue risk management system
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)
TLIF0014	Monitor the safety of transport activities (Chain of Responsibility)
TLILIC0003	Licence to operate a forklift truck (HRW)
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (HRW)
TLILIC0008	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)(HRW)
TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes) (HRW)
UETDRCD001	Work safely around powerlines as an ordinary person
UETDREL006	Work safely in the vicinity of live electrical apparatus as a non-electrical worker

## Equity

H & I Safety and Training is committed to ensuring that the training and assessment environment is free from discrimination and harassment. H & I Safety and Training staff, trainer/assessors and contractors are aware that discrimination and harassment will not be tolerated under any circumstances.

## Legislative and Regulatory Responsibilities

H & I Safety and Training is required to operate in accordance with the law. This means we comply with the requirements of legislative and regulatory requirements. The legislation is a list of the Acts that H & I Safety and Training has recognised it has compliance responsibilities to and represent obligations to you as a learner whilst training with H & I Safety and Training Copies of State and Federal legislation can be found on the Internet at [www.australia.gov.au/state-legislation](http://www.australia.gov.au/state-legislation) (State) and [www.comlaw.gov.au](http://www.comlaw.gov.au) (Federal).

The following is a summary of the legislations that will generally apply to your day-to-day work and training.

**Work Health and Safety Act 2011 – Privacy Act 1988 – Disability Discrimination Act 1992 – Sex Discrimination Act 1984 – Age Discrimination Act 2004 – Racial Discrimination Act 1975 – Copyright Act 1968 – Fair Work Act 2009**