

Sustainability Infrastructure and Assets

Contractor Site Induction

West Moreton Health (WMH) employs contractors to perform specific tasks or services under the direction of WMH staff. A contractor (and their workers) may be engaged to perform operational services or consultancy services. As a contractor you are required to:

- be inducted onto all WMH facilities/site before you can commence work
- renew your induction every two years
- sign into WMH facilities/sites and receive an identification card before starting work

Information about the engagement of contractors can be found on the WMH web site at

<https://www.westmoreton.health.qld.gov.au/patients-and-visitors/contractor-resources>

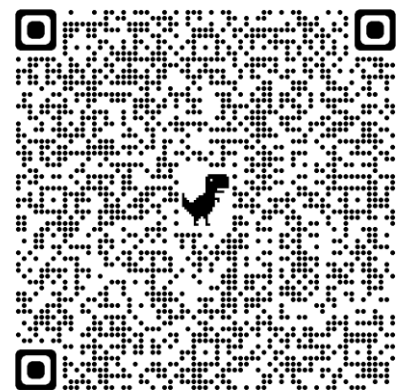
Before commencing work you are to:

- Provide confirmation of your COVID 19 vaccination status to WMH staff
- Obtain and read the [WMH Contractor Induction Handbook](#)
- Acknowledge that you have read and understood the Induction Handbook by:
 - completing the [Induction Verification Statement](#) online form (or)
 - filling out and submitting the [contractor induction completion statement](#).
- State that you:
 - understand your Work Health and Safety responsibilities while contracted to WMH
 - agree to follow any reasonable directions provided in the interests of health and safety
 - will abide by any policy or procedure provided in the interest of maintaining a safe and healthy work environment.
- Abide by the PPE [Personal Protective Equipment guideline](#) and [dress standards procedure](#) when working at WMH Facilities
- Show evidence of licences; certificates; authorisations for the work to be undertaken
- Undertake the [General Evacuation Instruction](#) checklist with your WMH Engagement/Contact Officer
- Submit a [notice of impacting activity form](#) where required

*Note: All contractors and their workers must complete **Part A** of the Induction handbook - General Requirements of the Induction Handbook*

*Contractors and workers undertaking building and maintenance work must also complete **Part B** of the Induction handbook – Site Requirements for Medium and High-Risk Building or Maintenance work*

*The contractor and their workers must also complete **Part C** of the Induction handbook if the work requires entry to a WMH Mental Health Service and/or Secure Medical Wards at Ipswich Hospital or the Park*



Scan to go to WMH-Contractor Health and Safety Induction Verification Form